

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

Distribution: B, D

POLICY GUIDE 96.3

EMPLOYEE PARKING AND TRAFFIC VIOLATIONS

DATE: February 15, 1996

TO: All Staff

FROM: Phil Gonet, Deputy Director, Program Support Services

EFFECTIVE: IMMEDIATELY

I. Purpose

The purpose of this Policy Guide is to advise staff of Department policy regarding parking tickets and tickets for traffic violations which are received by an employee while driving a State vehicle. This policy is applicable to State vehicles which are owned by the Department and to those which are rented or leased by the Department and/or the employee. (Any further reference to a "State vehicle" includes vehicles owned or leased by the Department.)

II. Primary Users

The primary users of this Policy Guide are all Department staff.

III. State Regulations

The issue of parking tickets and tickets for traffic violations received by state employees while driving a State vehicle has been previously addressed by State officials. The Attorney General determined that "the state is not subject to a fine for violation of a municipal parking ordinance or traffic violation, although the driver of a State vehicle is subject to prosecution". Statutory regulations give local officials the authority to regulate and enforce their ordinances, but the State itself is not subject to the laws of a local municipality. Since the State cannot be made a defendant or party in court, the individual driver of a State vehicle incurs the liability for cited violations.



IV. Current Process

Since the Department has State owned vehicles in some Regions, the Administrator (or designee) must ensure that a **Vehicle Log Sheet** is maintained at each office where a Department owned vehicle is located. The purpose of the Vehicle Log Sheet (copy attached) is to keep a record of employees who use the car and includes the driver's name, date and time the car was taken out and returned. When there is a question regarding who received a parking ticket or a ticket for a traffic violation, the Vehicle Log Sheet will provide verification as to which employee a specific vehicle was assigned.

Whenever an employee receives a ticket for a parking or traffic violation while using a State vehicle, the assessed fine for that violation is the responsibility of the individual employee. When the assessed fine remains unpaid, the local municipality sends a notice regarding nonpayment to the Department of Central Management Services' (CMS) Division of Motor Vehicles. CMS responds in writing, to the city where the violation occurred and provides the city with the name of the State employee to whom the State vehicle was assigned at the time of the cited violation. If the vehicle is determined to be a Department owned vehicle, CMS provides the name of the Department Administrator in the Region where the car is located.

When CMS staff responds to city officials regarding an unpaid ticket by a DCFS employee, a letter is immediately sent to the Department's Vehicle Coordinator (Jackie Sullivan). She is provided the name of the DCFS employee to whom the vehicle was rented/leased (or the name/Region for DCFS owned vehicles) at the time of the ticket, the license number of the vehicle involved and the date of occurrence.

The DCFS Vehicle Coordinator will follow up with the individual employee to determine whether the assessed fine has been paid or with the Regional Administrator (or designee) to verify who was using a DCFS owned vehicle at the time of the ticket. The DCFS employee/responsible driver is asked to provide verification that the fine has been paid or to immediately pay the fine and send verification of payment.

V. New Policy

Effective immediately, any Department employee who has failed to pay an assessed fine for a parking violation or a traffic offense while driving a State vehicle will be sent a written notice requesting that payment be made immediately. When the employee fails to pay the assessed fine for the violation *within 30 calendar days from the date of notification*, the employee will be subject to disciplinary action and withholding of the unpaid amount from the employee's paycheck.

This policy is applicable for incidents of parking tickets or traffic violations involving State vehicles, not personal vehicles.

Any questions regarding this Policy Guide are to be directed to the DCFS Vehicle Coordinator Jackie Sullivan at (217) 785-5005.

VI. Filing Instructions

Place this Policy Guide in your volume of Rules and Procedures immediately before Administrative Procedures #12, Travel Procedures.

Attached to this Policy Guide is a Vehicle Log Sheet which is to be used by employees in the Regions/Offices where Department owned vehicles are located. The Vehicle Log Sheet may be copied for use by local office staff.

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VEHICLE LOG SHEET

Vehicle _____ License _____ Month _____ 19 _____ Equipment # _____

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TRAVEL GUIDE
July 9 2003 – P.T. 2003.16

ADMINISTRATIVE PROCEDURE # 12
TRAVEL GUIDE FOR DCFS EMPLOYEES

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I. PURPOSE

The **AP12 - Travel Guide for DCFS Employees** is to be used as a resource and informational tool for traveling DCFS employees. The guide has been designed to provide employees with the information necessary to make their travels as problem-free, safe, and economical as possible.

The current travel rules for both the Travel Regulation Council and the Governor's Travel Control Board are printed in the guide in conjunction with DCFS Travel Guidelines and are to be followed by all DCFS employees under the jurisdiction of the Governor's Travel Control Board.

The Travel Guide includes the Preferred Hotel Listing, a summary of airline and car rental agreements, as well as information on the Diners Club Corporate Card program, travel safety, Amtrak, etc. Also included is information in regard to state-operated garages providing repair and fueling services for state-owned vehicles.

The Governor's Travel Control Board has negotiated a number of discounted agreements with travel vendors. It is important that DCFS employees take advantage of these agreements. Their use will not only help to save the state travel dollars, but will also enhance our ability to receive discounts in the future.

Instructions that are specific to DCFS only are highlighted in bold and contained in boxes.

II. RULES OF THE TRAVEL REGULATION COUNCIL

The following rules have been promulgated by the Illinois Travel Regulation Council. The Council has the authority to oversee travel by all employees of the State of Illinois. These rules are to be followed by all State employees.

TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES
SUBTITLE 1: GENERAL TRAVEL CONTROL
CHAPTER IV: TRAVEL REGULATION COUNCIL

PART 3000
THE TRAVEL REGULATION COUNCIL

SUBPART A: GENERAL

Section	
3000.100	Authority
3000.110	Philosophy
3000.120	Policy
3000.130	Scopes and Interpretation
3000.140	Definitions

SUBPART B: TRAVEL CONTROL SYSTEM

Section	
3000.200	Travel Control System
3000.210	Designation of Headquarters

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3000.220 Expenses at Headquarters or Residence
3000.230 Preparation and Submission of Vouchers or Travel Expenses

SUBPART C: TRANSPORTATION

Section
3000.300 Modes of Transportation
3000.310 Routing

SUBPART D: LODGING

Section
3000.400 Lodging Allowances
3000.410 Least Costly Lodging
3000.420 Conference Lodging
3000.430 Employee Owned or Controlled Housing

SUBPART E: PER DIEM - MEALS

Section
3000.500 Per Diem Allowance
3000.510 Meal Allowance

SUBPART F: MISCELLANEOUS RULES

Section
3000.600 Reimbursable and Non-reimbursable Expenses
3000.610 Expenses Related to Transportation
3000.620 Receipts Required
3000.630 Meals for Other Persons

SUBPART G: EXCEPTIONS

Section
3000.700 Exceptions to the Rules
3000.710 Board-Agency Rules
3000.720 Non-Required Travel

Appendix A Reimbursement Schedule

AUTHORITY: Implementing and authorized by Sections 12-1, 12-2 and 12-3 of the State Finance Act (30 ILCS 105/12-1,12-2, and 12-3).

SOURCE: Emergency rules adopted at 10 Ill. Reg. 12697, effective July 2, 1986, for maximum of 150 days; adopted at 10 Ill. Reg. 18188, effective January 1, 1987; peremptory amendment at 11 Ill. Reg. 14854, effective August 25, 1987; amended at 12 Ill. Reg. 11626, effective July 1, 1988; amended at 14 Ill. Reg. 10014, effective July 1, 1990; amended at 19 Ill. Reg. 7852, effective July 1, 1995; amended at 20 Ill. Reg. 7372, effective May 13, 1996; amended at 20 Ill. Reg. 9025, effective July 1, 1996; amended at 21 Ill. Reg. 3353, effective July 1, 1997; amended at 22 Ill. Reg. 11713, effective July 1, 1998.

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TRAVEL REGULATION COUNCIL RULES
TEXT OF ADOPTED RULES

SUBPART A: GENERAL

Section 3000.100 Authority

This Part is promulgated under the authority vested in the Travel Regulation Council by the State Finance Act [30 ILCS 105/12-1].

Section 3000.110 Philosophy

The Travel Regulation Council believes first and foremost that State employees are honest individuals and that claims for reimbursement are made in all good faith. The Council is therefore obliged to deal fairly with agencies and individuals in carrying out its responsibilities.

Section 3000.120 Policies

It is the policy of the State to reimburse employees for reasonable authorized expenses incurred by them in the performance of their duties. The Travel Regulation Council will at least biennially review and revise rates to reflect, as accurately as possible, the actual amounts necessary to reimburse employees. Rates of reimbursement are shown in Appendix A, Reimbursement Schedule.

Section 3000.130 Scopes and Interpretation

- a) This Part shall apply to the following:
 - 1) All full and part-time employees of the State regardless of funding source;
 - 2) Public members, whether salaried or unsalaried of State Boards, Commissions, and Authorities, advisory or otherwise;
 - 3) Wards and charges of the State.
- b) The following are specifically exempt from this Part:
 - 1) Elected constitutional officers and members of constitutional State Boards;
 - 2) Members of the General Assembly;
 - 3) Judges;
 - 4) The Auditor General;
 - 5) Independent Contractors.
- c) Questions regarding interpretation and application of this Part shall first be addressed to an individual's employing agency. The employing agency may refer the questions to the Travel Control Board holding jurisdiction over the agency. The Travel regulation Council shall have final interpretation of this Part. The decision of the Council as to the proper interpretation of any such rule shall be final and binding. All covered agencies and employees shall comply with the Council's decision in the absence of a written opinion from the Attorney General or a decision of a court of competent jurisdiction.

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Section 3000.140 Definitions

Agency: Any department, board, commission, committee, authority, or institution as defined in the Illinois State Auditing Act [30 ILCS 5/1-7].

Agency Head: The chief executive officer of an agency or a designated representative. Representatives must be authorized by the Agency Head and must be on file with the Office of the Comptroller. Filing of the Signature Authorization Card (SCO-95) shall constitute authorization.

Client: DCFS: Case management activities that specifically involve children or their families. Acceptable examples include visiting a child or family home, transporting a child or family, investigation with a child or family. Non-acceptable examples are testifying in court even though the child or family may be present (unless worker provided transportation) or a visit while investigating a case or any other visit that does not have a client present.

Commuting Expense: The cost of one round trip between residence and headquarters. Cost may include mileage, parking fees, tolls, etc. Mileage cost is determined by multiplying the commuting mileage by the mileage reimbursement rate defined in Appendix A, Reimbursement Schedule.

Commuting Mileage: The actual round trip mileage between residence and headquarters.

DCFS: Employees will be compensated mileage only from the point of contact with a client (client's residence, etc.) to the employee's headquarters. Mileage reimbursement computation will not start at the employee's residence when visiting or transporting a client, provider or licensee while on their work commute, unless previously approved by the supervisor.

Headquarters: The post of duty or station at which official duties require the employee to spend the largest part of working time. Headquarters shall ordinarily be the corporate city limits in which the employee is stationed or may be a designated geographical area. Headquarters shall be designated by the Agency Head in accordance with policies established by the appropriate Travel Control Board.

Management Approval: DCFS: Employees must receive supervisory approval in order to claim commute miles from the first stop to headquarters or from their residence to headquarters. A CFS 1428, Commute Mileage Reimbursement Request, must be completed and approved to claim commute miles from residence to headquarters when visiting a client, provider or licensee while on the employee's work commute. The mileage must be approved in writing, in advance, by the supervisor. The approval will include the client's case number, time of first stop, address and be signed by the supervisor. The approval will be maintained with the employee's itinerary maintained at the Regional Offices

Travel Control Board: Those Boards created by the State Finance Act [30 ILCS 105/12-1].

Travel Regulation Council: The Travel Regulation Council (TRC or the Council) shall consist of the Chairmen or designee of each of the statutorily created Travel Control Boards.

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Travel Status: An employee shall be considered "on travel status" while away from headquarters on authorized State business. Travel status shall begin when an employee leaves headquarters or, if reporting directly to destination, from residence or other location. Travel status shall conclude when an employee returns to headquarters or, if reporting directly from original destination, to residence or other location at the completion of authorized State business.

SUBPART B: TRAVEL CONTROL SYSTEM

Section 3000.200 Travel Control Systems

Each Travel Control Board shall prescribe a travel control system for the agencies and employees under its jurisdiction.

Section 3000.210 Designations of Headquarters

- a) Section 12-3 of the State Finance Act [30 ILCS 105/12-3], requires that Form TA-2 be completed and filed with the Legislative Audit Commission for any individual whose headquarters has been designated as a location other than that at which official duties require the largest part of working time. The reports shall be filed no later than July 15 for the period from January 1 through June 30 of that year and no later than January 15 for the period July 1 through December 31 of the preceding year. If an agency has more than one facility or institution, the report shall indicate on its face to which facility or institution the data pertain.
- b) Agencies with no officers or employees in the status will file negative reports.
- c) The Travel Control Boards shall prescribe procedures for headquarters designation for Agency Heads under their respective jurisdictions.

Section 3000.220 Expenses at Headquarters or Residence

- a) As a condition of employment, employees expect to incur commuting expenses between their residence and headquarters. These expenses are not reimbursable. **Meals, lodging, and per diem are not reimbursable at headquarters or at residence.** Expenses associated with State business in excess of commuting expenses are reimbursable at headquarters and/or residence. An employee whose travel does not include travel through headquarters shall be reimbursed for all mileage. An employee whose travel does include travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage. All travel must be by the most direct route.
- b) "Travel through headquarters" is defined as:

Any travel to or through the corporate city limits of the employee's designated headquarters, regardless of whether the employee made a stop at the work site or changed vehicles or modes of transportation.
- c) Examples of reimbursable mileage expenses are as follows:
 - 1) Residence/Lincoln -- Headquarters/Springfield. Employee drives from residence in Lincoln to Chicago and returns to residence. Reimbursement is for all mileage because the travel was not to or through headquarters.

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- 2) Residence/Lincoln -- Headquarters/Springfield. Employee drives from residence in Lincoln to Collinsville and back to residence. Reimbursement is for all mileage in excess of commuting mileage. The travel, by the most direct route, was through headquarters.
 - 3) Residence/Carbondale -- Headquarters/Marion. Employee drives from residence to headquarters. Later, employee drives from headquarters to Anna and back to residence. Reimbursement is for all mileage in excess of commuting mileage.
 - 4) Residence/Evanston -- Headquarters/JRTC, Chicago. Employee drives from residence to McCormick Place for an event. After the event, the employee drives to headquarters, then to residence. Reimbursement is for all mileage in excess of commuting mileage because the travel was through headquarters.
 - 5) Residence/Chicago -- Headquarters/JRTC, Chicago. Employee normally commutes to work by train. However, in order to attend a meeting at another location, the employee drives from residence to headquarters, then to the meeting location, then returns to headquarters and back to residence. Reimbursement is for all mileage in excess of commuting mileage. The fact that the employee normally rides the train to work has no effect on determining reimbursement.
- d) Agencies are responsible for monitoring claims under this Section.

Section 3000.230 Preparation and Submission of Vouchers or Travel Expenses

The Travel Control Boards shall prescribe procedures for the preparation and submission of vouchers for travel expenses for agencies under their respective jurisdictions to comply with the Comptroller's Uniform Statewide Accounting System and shall include the certification required by Section 12 of the State Finance Act [30 ILCS 105/12].

SUBPART C: TRANSPORTATION

Section 3000.300 Modes of Transportation

- a) All travel shall be by the most economical mode of transportation available considering travel time, costs, and work requirements. Modes of transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs and other usual means of conveyance.
- b) State vehicles may be used when most economical. When applicable, Vehicle Rules (44 Ill. Adm. Code 5040) issued by the Department of Central Management Services shall govern use of State-owned vehicles. Agency rules further defining use of vehicles may also apply. Specific instructions covering service and repairs of these vehicles are to be found in the glove compartment of each vehicle.
- c) Arrangements on airplanes, trains, or boats shall be the least costly reasonably available alternative.

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- d) Chartered aircraft, boats, trains, buses, or other such conveyance, shall be used only as a last resort or if proven to be most economical for the circumstances. A full explanation for the use of such transportation must accompany the voucher.
- e) The rental of an automobile while on travel status is allowed, if circumstances require. The most economical vehicle available that is suitable for the State's business shall be obtained. **The collision damage waiver and personal accident insurance on rented vehicles is not reimbursable. All rental agreements under the state rental contract include loss/collision damage waiver provisions.**
- f) Privately owned vehicles may be used when authorized by appropriate agency personnel.
 - 1) Employees using private vehicles while on State business must have insurance coverage in an amount not less than that required by Section 10-101(b) of the Illinois Vehicle Code [625 ILCS 5/10-101(b)]. Prior to such authorization the Agency Head shall **require employees to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage** and recommends that such certification be noted on the travel voucher.

See Schedule B (Certification of License & Automotive Coverage)
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- 2) Reimbursement for use of a private vehicle shall be on a mileage basis and shall be in accordance with the rate promulgated pursuant to 5 U.S.C. 5707(b)(2) and is shown in Appendix A, Reimbursement Schedule. However, in the event the rate set under federal regulations changes during the course of the State's fiscal year, the effective date of the new rate shall be the July 1 immediately following the change in the federal rate.
- g) Agency Heads may authorize the use of privately owned aircraft on State business.
 - 1) Employees using privately owned aircraft on State business shall be duly licensed by the appropriate licensing body for the particular aircraft to be flown, shall carry insurance in at least the amount of \$500,000 combined single limit, and shall certify this to the Agency Head. Such certification shall be available for review and shall be noted on the travel voucher.
 - 2) Reimbursement for the use of privately owned aircraft may be set by individual Boards, but shall not exceed the rate set by the Federal Government pursuant to 5 U.S.C. 5707(b)(2) (1994 edition, Government Printing Office) and 41 CFR 301-4.2(a)(2), as revised (May 23, 1996, Federal Register, Vol. 61 #101, Government Printing Office). No later amendments or editions shall act to vary this rate.

Section 3000.310 Routing

All travel shall be by the most direct route. Expenses due to deviations for convenience shall be borne by the employee. Distances between destinations shall be as shown on the Illinois Highway Map published by the Secretary of State. Where no mileages are available, odometer readings shall be used. Mileage in and around a city of destination may be claimed as such.

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SUBPART D: LODGING

Section 3000.400 Lodging Allowances

- a) The lodging allowances specified in Appendix A, Reimbursement Schedule are the maximum rates allowed by the Travel Control Boards. The Council shall review the rates annually to determine necessary adjustments. Except as provided in Section 3000.430, only commercial lodging may be reimbursed.
- b) The maximum reimbursement for lodging in Cook County, Illinois shall be in accordance with the rate promulgated pursuant to 5 U.S.C. 5701-5709 (1994 edition, Government Printing Office) and 41 CFR 301, Appendix A, 1997, as revised (Dec. 2, 1997, Federal Register, Vol. 62 #231, Government Printing Office). No later amendments or editions shall act to vary this rate.

Section 3000.410 Least Costly Lodging

It is the responsibility of each employee to request the lowest available lodging rate at the time of making reservations. However, a person who due to a handicap may require special lodging consideration may be reimbursed for the actual cost of the least costly lodging that is substantially accessible. The traveler should require confirmation that "State rates" offered by hotels-motels are within the maximums allowed. If an exception is not granted by the appropriate Travel Control Board, the employee shall absorb the excess cost. Employees should be prepared to provide identification and proof of State employment to obtain State lodging rates.

Section 3000.420 Conference Lodging

Conference lodging charges or lodging at official meeting hotels when pre-approved by the Agency Head in excess of the maximums allowed in Appendix A, Reimbursement Schedule are considered exceptions to this Part. Policies regarding conference lodging may be established by the Travel Control Boards for their respective jurisdictions.

Section 3000.430 Employee Owned or Controlled Housing

The Travel Control Boards may establish policies and procedures for obtaining reimbursement for use of employee owned or controlled housing while on travel status.

SUBPART E: PER DIEM - MEALS

Section 3000.500 Per Diem Allowances

- a) The per diem allowances specified in Appendix A, Reimbursement Schedule are the maximums allowed by the Travel Control Boards. The Council shall review the rules annually to determine necessary adjustments.
- b) Per diem shall be paid for travel which includes overnight lodging or is 18 or more continuous hours. It is given in lieu of the meal allowance and is to cover the cost of meals and meal tips. Receipts need not be submitted to support this allowance.

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- c) Per diem shall be based on the Quarter System for computing the allowance for days or fractions thereof. Each quarter shall be 6 hours commencing at midnight, 6:00 a.m., noon, and 6:00 p.m. The traveler shall be allowed one-fourth of the allowance for each period of 6 hours or fraction thereof.
- d) Meal allowance and per diem may not be mixed on the same trip or day.

Section 3000.510 Meal Allowances

- a) The meal allowances specified in Appendix A, Reimbursement Schedule are the maximums allowed by the Travel Control Boards. The Council shall review the rates annually to determine necessary adjustments.
- b) The meal allowances are given when a traveler is not eligible to receive per diem. Receipts need not be submitted to support these.
- c) Breakfast is payable when an employee is on travel status and leaves headquarters or residence (if reporting directly to the destination) at or before 6:00 a.m.
- d) Lunch is not a reimbursable expense. The amount for lunch is established for the purpose of setting a per meal ceiling on conference lunches and meals purchased for non-State officers and employees.
- e) Dinner is payable when an employee is on travel status and arrives back at headquarters or residence (if reporting directly from destination) at or after 7:00 p.m. For employees commencing travel after the close of business, but before 6:30 p.m. dinner reimbursement is allowed if the traveler would not be eligible for per diem.

SUBPART F: MISCELLANEOUS RULES

Section 3000.600 Reimbursable and Non-reimbursable Expenses

- a) The cost of business related special expenses, if reasonable, shall be reimbursable. Examples are:
 - 1) Hire of room, exhibit space, set up, and such for official business.
 - 2) Laundry and dry cleaning if on travel status for at least seven (7) consecutive days.
 - 3) Storage and handling of baggage.
 - 4) Taxis including reasonable tips.
 - 5) Telephone calls on official business including calls of 3 minutes or less to announce safe arrival or delay-change in plans.
 - 6) Telephone calls to secure lodging.
- b) Examples of non-reimbursable expenses are:
 - 1) Alcoholic beverages.
 - 2) Coat check.
 - 3) Entertainment.
 - 4) Late check-out and room guarantee charges.

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- 5) Meals for other State employees or officers.
- 6) Parking tickets or other traffic tickets.
- 7) Tips incurred beyond those specifically provided in this Part.
- 8) Transportation to procure meals except as provided in Section 3000.610.

Section 3000.610 Expenses Related to Transportation

- a) Reimbursement for the cost of automobile parking fees and tolls shall be allowed. Parking fees at a terminal or other parking area while the traveler is away from headquarters is allowed.
- b) When the use of a common carrier is a reasonable alternative, the mileage payment shall not exceed the cost of its use. A reasonable alternative exists when the cost of travel, taking into account both transportation, time and meal expenses would be less if a common carrier were used.
- c) Where the nature and location of work at a temporary duty station are such that suitable meals cannot be procured there, the expenses of daily travel required to procure meals at the nearest available place shall be considered necessary transportation. A statement of the necessity for such daily travel shall accompany or be noted on the travel voucher.

Section 3000.620 Receipts Required

Receipts are required for any transportation, lodging, or miscellaneous expense that individually exceeds \$10.00. Lack of receipts is an exception to this Section and shall be addressed in accordance with policies established by the respective Travel Control Boards. Agency Heads and/or Travel Control Boards may require receipts for lesser amounts.

Section 3000.630 Meals for Other Persons

Meals purchased for non-State employees while on travel status and in connection with State business are reimbursable in reasonable amounts. A statement specifying why, for whom, and certifying that the claim does not include alcoholic beverages shall be attached to the travel voucher. Agencies are responsible for proper monitoring of claims under this Section.

Meals will be reimbursed at the rates listed in Appendix A.
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SUBPART G: EXCEPTIONS

Section 3000.700 Exceptions to the Rules

The Travel Control Boards shall establish policies and procedures for granting exceptions to this Part. The Boards shall report quarterly to the Legislative Audit Commission on exceptions granted.

Section 3000.710 Board-Agency Rules

The Travel Control Boards and agencies may establish travel rules for their respective employees which may be more restrictive than those established by the Council. Agencies, which set such policies, shall do so with the advice of the appropriate Travel Control Board.

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However, reimbursement for auto mileage may not be less than the rate promulgated in 5 U.S.C. 5707(b)(2).

Section 3000.720 Non-required Travels

When travel is not required as a condition of employment and is a benefit to both the agency and the employee, the Agency Head or designee may provide partial reimbursement. The reimbursement may not in any case exceed the rates otherwise authorized.

Section 3000. Appendix A Reimbursement Schedule

(NOTE: See Appendix A -- Reimbursement Schedule, for rates applicable to employees under the jurisdiction of the Governor's Travel Control Board.)

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III. RULES OF THE GOVERNOR'S TRAVEL CONTROL BOARD

The Governor's Travel Control Board has promulgated the following rules. The rules are applicable to only those employees under the jurisdiction of the Governor's Travel Control Board as authorized by the State Finance Act (30 ILCS 105/12-1, 12-2, and 12-3) and the Travel Regulation Council (80 Ill. Adm. Code 3000).

TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES
SUBTITLE I: GENERAL TRAVEL CONTROL
**CHAPTER 1: DEPARTMENT OF CENTRAL MANAGEMENT SERVICES/
GOVERNOR'S TRAVEL CONTROL BOARD**

PART 2800
TRAVEL

SUBPART A: GENERAL

Section	
2800.100	Definitions
2800.110	Application and Interpretation

SUBPART B: TRAVEL CONTROL SYSTEM

Section	
2800.200	Travel Control System
2800.210	Travel Coordinator
2800.220	Travel Authority
2800.230	Government Charge Cards
2800.235	Expenses at Headquarters or Residence
2800.240	Preparation and Submission of Travel Vouchers
2800.250	Approval and Submission of Travel Vouchers
2800.260	Items Directly Billed
2800.270	Conference Registration Fees

SUBPART C: TRANSPORTATION EXPENSES

Section	
2800.300	Incidental Expenses for Private and State Owned Automobiles

SUBPART D: LODGING

Section	
2800.400	Conference Lodging
2800.410	Employee Owned or Controlled Housing

SUBPART E: PER DIEM - MEALS

Section	
2800.500	Conference Meals

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SUBPART F: MISCELLANEOUS RULES

Section	
2800.600	Lack of Receipts
2800.650	Headquarter Designation for Agency Heads

SUBPART G: EXCEPTIONS TO THE RULES

Section	
2800.700	Special Exceptions - Requested in Advance
2800.710	Ex Post Facto Exceptions

Appendix A Reimbursement Schedule

AUTHORITY: Implementing and authorized by Sections 12, 12-1, 12-2, and 12-3 of the State Finance Act (30 ILCS 105/12, 12-1, 12-2, and 12-3) and authorized by the Travel Regulation Council (80 Ill. Adm. Code 3000).

SOURCE: Amended March 11, 1976; amended at 2 Ill. Reg. 30, p. 215, effective August 1, 1978; new rules adopted at 4 Ill. Reg. 28, p. 155, effective July 1, 1980; old rules repealed at 4 Ill. Reg. 30, p. 1224, July 1, 1980; amended at 5 Ill. Reg. 150, effective January 1, 1981; amended at 6 Ill. Reg. 6682, effective July 1, 1982; amended at 7 Ill. Reg. 9205, effective August 1, 1983; amended at 8 Ill. Reg. 127, 130, effective January 1, 1984; amended at 8 Ill. Reg. 14243, effective August 1, 1984; codified at 8 Ill. Reg. 19350; amended at 10 Ill. Reg. 18014, effective October 6, 1986; Part repealed, new Part adopted at 12 Ill. Reg. 738, effective January 15, 1988; emergency amendment at 15 Ill. Reg. 13196, effective September 1, 1991, for a maximum 150 days; amended at 15 Ill. Reg. 17981, effective November 27, 1991; amended at 16 Ill. Reg. 4831, effective March 12, 1992; amended at 16 Ill. Reg. 13823, effective September 1, 1992; amended at 18 Ill. Reg. 36, effective January 1, 1995; amended at 19 Ill. Reg. 7858, effective July 1, 1995; amended at 20 Ill. Reg. 7379, effective May 13, 1996; emergency amendment at 22 Ill. Reg. 12082, effective July 1, 1998, for a maximum of 150 days.

SUBPART A: GENERAL

Section 2800.100 Definitions

The following definitions shall apply to this Part:

“Board”: The Governor's Travel Control Board

“Council”: The Travel Regulation Council

“Commuting Mileage”: The actual round trip mileage between residence and headquarters.

“Commuting Expense”: The cost of one round trip between residence and headquarters. Cost may include mileage, parking fees, tolls, etc. Mileage cost is determined by multiplying the commuting mileage by the mileage reimbursement rate defined in the Travel Regulation Council Rules (80 Ill. Adm. Code 3000).

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BULK RATE TICKETS

The Department purchases discounted airline tickets for flights to/from Springfield (Capitol Airport) and Chicago (Meigs Field). These tickets are the exception to using your Government Credit card. Various units and divisions purchase the bulk rate tickets. If you wish to check to see if your unit has bulk rate tickets, please contact the DCFS Travel Coordinator at 406 E. Monroe – Station #450, Springfield, Illinois 62701.

Section 2800.110 Application and Interpretation

- a) Nothing in this Part shall be construed to conflict with or replace the Travel Regulation Council Rules (80 Ill. Adm. Code 3000).
- b) This Part shall apply to all full and part-time employees and all public members of authorities, boards and commissions, whether salaried or unsalaried, not subject to the jurisdiction of another travel control board.
- c) This Part shall not apply to:
 - 1) the Governor;
 - 2) Independent contractors unless made applicable under the terms of a contract between the independent contractor and a State agency.

SUBPART B: TRAVEL CONTROL SYSTEM

Section 2800.200 Travel Control System

Each agency shall develop a system to ensure compliance with this Part, provide for prior authorization and control of travel sufficient to prevent obligation of funds exceeding appropriation and allotment limitations and to hold travel to the minimum required for the efficient and economical conduct of the State's business. Agency documentation must be sufficiently detailed to support any decision or request made under this Part

Section 2800.210 Travel Coordinator

Each Agency Head shall designate one or more Travel Coordinator(s) who shall operate the Travel Control System for the agency and shall have those duties assigned by the Agency Head. The name(s) of the Travel Coordinator(s) shall be reported to the Department of Central Management Services.

Travel Coordinator: A designated DCFS employee who has the responsibility to issue travel updates, purchase bulk rate tickets, answer travel questions, etc. The Travel Coordinator can be reached at 406 E. Monroe, Station #450, Springfield, IL 62701.

Section 2800.220 Travel Authority

All travel subject to this Part shall be authorized and approved by the Agency Head or an authorized representative in accordance with the Travel Control System prior to any travel.

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Section 2800.230 Government Charge Cards

- a) Agencies are encouraged to establish a Government Charge Card travel expense payment system in accordance with the agreement negotiated by the Governor's Travel Control Board.
- b) An employee who direct bills State travel expenses at least four (4) times per year should be issued a Government Charge Card.
- c) The Government Charge Card may only be used for business related travel expenses, specifically, transportation, lodging, meals, and other expenses considered reimbursable under this Part or under the rules of the Travel Regulation Council (80 Ill. Adm. Code 3000, Subparts C, D, E, and F). Reimbursements to the employee for charges paid for with the Government Charge Card may not exceed the amounts specified in the Reimbursement Schedule (found in the rules of the Travel Regulation Council).

- **Applications for the Government Charge Card (Schedule D), are to be completed and forwarded to the DCFS Travel Coordinator.**
- **Effective July 1, 1997 the Department of Children & Family Services, as a practice, no longer allows an employee to direct bill charges. Employees are allowed to apply for a Government Charge Card. The card is issued to the employee and it is the employee's responsibility to see that all payments are kept current. Employees will be reimbursed for the allowable charges through the submission of their travel vouchers.**
- **The credit card issued to an employee is for business related expenses only. Any misuse of the card for personal charges could result in the termination of the credit card. If an employee has had his or her card revoked, it will be the employee's responsibility to pay for his or her travel expenses directly and submit all costs for reimbursement through his or her travel voucher.**
- **Regional Business Offices, including Central Office Business Offices (Program Accounting & Reporting, OIS and Training, have credit accounts that are to be used when making arrangements for travel expenses related to wards, parents, etc. Contact your business office for instructions.**

- d) Agencies are responsible for monitoring the travel expense payment system to ensure compliance with this Part and the rules of the Council and the terms of the agreement. Misuse or abuse of the Government Charge Card may result in disciplinary action.

Section 2800.235 Expenses at Headquarters or Residence

- a) **As a condition of employment, employees expect to incur commuting expenses between their residence and headquarters. These expenses are not reimbursable.** Expenses associated with State business in excess of commuting expenses are reimbursable at headquarters and/or residence. An employee whose travel does not include travel through headquarters shall be reimbursed for all mileage. An employee whose travel does include travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage. All travel must be by the most direct route.

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Meals, lodging and/or per diem are not reimbursable at headquarters or residence (See 3000.220).

- b) "Travel through headquarters" is defined as:

Any travel to or through the corporate city limits of the employee's designated headquarters, regardless of whether the employee made a stop at the work site or changed vehicles or modes of transportation.

- c) Examples of reimbursable mileage expenses are as follows:

- 1) Residence/Lincoln -- Headquarters/Springfield. Employee drives from residence in Lincoln to Chicago and returns to residence. Reimbursement is for all mileage because the travel was not to or through headquarters.
- 2) Residence/Lincoln -- Headquarters/Springfield. Employee drives from residence in Lincoln to Collinsville and back to residence. Reimbursement is for all mileage in excess of commuting mileage. The travel, by the most direct route, was through headquarters.
- 3) Residence/Carbondale -- Headquarters/Marion. Employee drives from residence to headquarters. Later, employee drives from headquarters to Anna and back to residence. Reimbursement is for all mileage in excess of commuting mileage.
- 4) Residence/Evanston -- Headquarters/JRTC, Chicago. Employee drives from residence to McCormick Place for an event. After the event, the employee drives to headquarters, then to residence. Reimbursement is for all mileage in excess of commuting mileage because the travel was through headquarters.
- 5) Residence/Chicago -- Headquarters/JRTC, Chicago. Employee normally commutes to work by train. However, in order to attend a meeting at another location, the employee drives from residence to headquarters, then to the meeting location, then returns to headquarters and back to residence. Reimbursement is for all mileage in excess of commuting mileage. The fact that the employee normally rides the train to work has no effect on determining reimbursement.

- d) Agencies are responsible for monitoring claims under this Section.

Section 2800.240 Preparation and Submission of Travel Vouchers

All claims for the reimbursement of travel expenses shall be submitted on authorized reimbursement forms (Form C-10) and shall be itemized in accordance with this Part.

- a) The purpose of the travel shall be indicated on the travel vouchers.

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- **Traveler must give a brief description of what duties they performed as related to their travel. The Comptroller's Office will not accept blanket statements such as "Agency related travel" or "To perform my duties as a DCFS employee". Some examples would be, "to perform duties related to client visitation"; "to go to court on behalf of Department"; "to attend supervisory meetings"; "to conduct client investigations". Abbreviations such as DCP, TCM, etc. should not be used. The Comptroller's Office has no idea what the abbreviations stand for or what they mean. You may extend your comments into the Traveler Comments/Explanations section of the travel voucher.**
- **If traveling Out of State or Out of Country, a copy of the approved request, signed by the Director, must accompany the travel voucher. (See Schedule A for form)**

- b) When applicable, the travel voucher shall show in the space provided the dates and times of travel, the points of departure and destination, the mode of transportation, the cost of the transportation secured, lodging, meals, per diem and other expenses.

- **When an employee requests reimbursement while at a designated headquarters, the times of departure from and arrival at destinations must be clearly stated on the travel voucher. For example, the traveler departs headquarters at 9:00 and travels in the same vicinity for client contacts or other related business until returning to headquarters at 16:30, these times must be shown on the travel voucher. The daily commute mileage of the employee must be deducted from the reimbursed mileage and be indicated on the travel voucher.**
- **It is recommended that hours be shown in military time (1:00 p.m. = 13:00). If you do not use military time, you must use "a.m. or p.m.".**

- c) If meals or per diem are not claimed, times of arrival and departure are not required.
- d) When a privately owned vehicle is used, the travel voucher shall show, at minimum, commuting mileage (if applicable), the dates, points of travel and mileage. If the distance traveled between any given points is greater than the usual route between these points shown on a road map, the reason for the greater distance shall be explained and detailed separately.
- e) **Travel vouchers shall be supported by receipts in all instances for railroad and airplane transportation, lodging, taxis, and all other items in excess, individually, of \$10.00 except for meals.**

Please note that a receipt is required for all wards' meals and snacks claimed on a travel voucher regardless of the amount of purchase. When claiming for a ward's meal or snack on a travel voucher, you must indicate the child's name and ID number on the receipt on the DCFS copy only. Do not attach a copy of the receipts for wards' meals on the travel voucher that goes to the Comptroller. Effective May 1, 1997, the Department no longer will reimburse for a ward's meals or snacks without the receipt. See Appendix A, for reimbursement rates for ward's meals or snacks.

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- f) The travel expense voucher shall be prepared in ink or typewritten. All copies of the voucher shall be **signed in ink by the individual who has incurred the expense and his/her supervisor. Signature authority for travel vouchers can not be delegated.**

The State Comptroller's Office must be able to determine that signatures are original or the travel voucher will be returned. It is recommended that you do not use black ink to sign a travel voucher. It is sometimes difficult to determine if a signature is an original or copy.

Section 2800.250 Approval and Submission of Travel Vouchers

- a) Each voucher shall be first approved by the individual's immediate supervisor, who shall certify that the travel shown was required by official duties.

Refer to Section 2800.240(f)

- b) The voucher shall then be approved by the Agency Head or a designated representative, who shall sign the original of the voucher. The original and one copy of the travel voucher, together with the required receipts and attachments, shall be forwarded to the Comptroller for issuance of the warrant for payment.

It is recommended that travel vouchers be submitted timely (example: one month after month travel occurred). The original plus one copy of the travel voucher and all receipts must be submitted to Central Office.

Section 2800.260 Items Directly Billed

Please refer to Section 2800.230.

- a) Agency Heads shall keep billing of travel expenses directly to the State to the least extent possible. The Government Charge Card system specified under Section 2800.230 should be implemented to achieve this.
- b) Employees may not be reimbursed for items billed directly to the State. Such direct billed items shall be indicated on the travel voucher along with all reimbursable items. All columns of travel vouchers are to be totaled and cross-footed. The direct-billed total will then be deducted from the cross-footed total with the balance being the amount to be reimbursed to the employee. In all such cases supporting documentation shall also be attached if available. For transportation expenses billed directly, a copy of the State of Illinois Transportation Request form shall be attached to the invoice voucher (Form C-13). For lodging expenses billed directly, room, tax, hotel parking and business phone calls only shall be accepted. However, charges for business phone calls must be noted as such on the invoice voucher (Form C-13). Charges for phone service in a room which are automatically added to the bill by the hotel may also be direct billed. Any charges in excess of the allowable lodging rate specified in the Reimbursement Schedule (found in the rules of the Travel Regulation Council) or for restaurants, room services, personal telephone calls and other expenses shall be paid by the traveler upon check-out. Such expenses shall not be deducted from the traveler's reimbursement in exchange for direct billing. Meal and

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incidental expenses shall not be billed directly to the State. Such expenses shall not be in excess of the maximums allowed.

Section 2800.270 Conference Registration Fees

An employee may be reimbursed from the travel line 1290 for conference registration fees of \$50.00 or less on Form C-10 (Travel Voucher). Conference registration fees billed directly to the State are to be paid from Contractual Services. When conference fees include lodging and/or meals and no detailed breakdown is given, the entire amount is to be charged to Contractual Services.

SUBPART C: TRANSPORTATION EXPENSES

Section 2800.300 Incidental Expenses for Private and State Owned Automobiles

- a) Reimbursement for the cost of automobile parking fees and bridge, road and tunnel tolls shall be allowed. The fee for parking an automobile at a common carrier terminal, or other parking area, while the traveler is away from headquarters shall be allowed only to the extent that the fee, plus the allowable mileage reimbursement to and from the terminal or other parking area, does not exceed the estimated cost for use of a limousine or taxicab to and from the terminal.
- b) When the use of public transportation or common carrier is a reasonable alternative, the mileage payment shall not exceed the cost of its use. A reasonable alternative exists when the cost of travel, taking into account both transportation time and per diem expenses, would be less if public transportation or common carrier were used.
- c) Where the nature and the location of the work at a temporary duty station are such that suitable meals cannot be procured there, the expense of daily travel required to procure meals at the nearest available place shall be considered necessary transportation. A statement of the necessity for such daily travel shall accompany the travel voucher. Necessity may be shown by lack of refrigeration or cooking facilities, or lack of restaurants at the site, or need to accommodate special dietary needs.
- d) Transportation between place of lodging and place of business at a temporary duty station shall be allowed as a transportation expense.

SUBPART D: LODGING

Section 2800.400 Conference Lodging

Any employee attending a conference or seminar in the course of State business which is **sponsored by an organization other than the State of Illinois may stay in the lowest priced room available at or near the hotel or motel in which the conference or seminar is located** or in accommodations arranged by the conference/seminar organizations, and shall be reimbursed for actual lodging expenses in excess of those allowed by the Reimbursement Schedule. The traveler must assert in writing that accommodations were the lowest priced available at or near the conference/seminar site or that the conference/seminar organizers arranged the accommodations. **This provision does not apply to conference/seminars of or for State officers or employees sponsored by one or more State agencies.**

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- **When an employee has attended a conference or seminar that was sponsored by an organization other than the State of Illinois and the lodging rates exceed the allowable state rates, they must state on the travel voucher that they stayed at the conference site and that the conference was sponsored by a private organization.**
- **When an employee attends a conference that is put on by a State agency, they must follow all the State travel regulations. If the conference site rates were above the allowable State rates (See Appendix A), they would not be allowed to stay at the conference site. If they were unable to obtain lodging at the allowable rates, they would follow the procedures as stated in Lodging Guidelines, page 29, item #2.**

Section 2800.410 Employee Owned or Controlled Housing

State employees on travel status may stay in employee owned or controlled (rented, leased, etc.) property including motor homes and shall be reimbursed, upon request, for the cost of lodging not to exceed 75% of the applicable lodging rate per day. Lodging reimbursement shall not exceed the mortgage, installment or rental payment made by the employee. The monthly mortgage, installment or rental payment may not exceed \$960.00 in the City of Chicago, \$700.00 in suburban Cook County, Lake, McHenry, Kane, Will, and DuPage County, and \$550.00 in the 96 downstate counties. The total reimbursement for the fiscal year shall not exceed the mortgage, installment or rental total of that fiscal year. Exceptions to the monthly mortgage, installment or rental payment allowed may be granted by the Board upon written request from the Agency Head. Once that amount is reached, further lodging reimbursement shall not be given for travel to the city or work site containing the employee owned or controlled housing. Each agency shall monitor expenses to ensure compliance with this Part and shall report to the Board when the maximum reimbursement is reached. Agencies shall report quarterly to the Board fiscal year to date expenses of employees receiving reimbursement under this provision. Prior to receiving reimbursement a statement giving the address of the property, mortgage, installment or rental payment and distance from the work site must be filed with the Board. This option is not available if other costs such as mileage would make this a more expensive alternative.

SUBPART E: PER DIEM - MEALS

Section 2800.500 Conference Meals

- a) If a conference fee includes a meal, the meal or per diem allowance shall be reduced by the actual value of the meal or the amount of the applicable meal allowance shown in the Reimbursement Schedule, whichever is less.
- b) When an employee must purchase a meal at a conference as an expense separate from the conference fee and the amount is in excess of the meal allowance shown in the Reimbursement Schedule, the employee may request an exception to the Part, seeking reimbursement for the actual cost in accordance with the applicable Section in Subpart G. However, if the exception is granted, the employee's meal or per diem allowance shall be reduced by the applicable meal allowance shown in the Reimbursement Schedule, Appendix A..

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SUBPART F: MISCELLANEOUS RULES

Section 2800.600 Lack of Receipts

If receipts required pursuant to Subsection 2800.240(e) are not available, a typed statement signed by the traveler certifying the amount paid will be accepted.

Section 2800.650 Headquarter Designation for Agency Heads

All Agency Heads shall be headquartered at a location where official duties require the largest part of their working time. Exceptions to this rule may be granted by the Board upon written request from the Agency Head. Factors the Board will consider in deciding if an exception should be granted include cost, frequency of travel and the ability to determine a single location at which the largest part of working time is spent.

SUBPART G: EXCEPTIONS TO THE RULES

Section 2800.700 Special Exceptions - Requested in Advance

- a) Exceptions to the operation of specific provisions of this Part may be granted in advance by the Chairman of the Governor's Travel Control Board when necessary to meet special or unavoidable circumstances and when in the best interest of the State. Exceptions are to be requested in writing by the Agency Head and submitted sufficiently in advance to allow meaningful consideration. These exceptions are granted to specific individuals or specified groups or individuals in a single agency.
- b) Travel outside the contiguous United States requires the approval of the Chairman of the Governor's Travel Control Board prior to such travel. All requests shall be submitted at least 30 days in advance of the departure date. Requests shall be in writing with approval/disapproval based on necessity. To show necessity, the Agency Head must describe how the travel relates to a function of the agency, must state why the particular individuals were selected, and must verify that the least request. Unless the travel is patently nonessential or clearly excessive as to cost, approval will be given.

Approval for Out-of-State Travel / Out-of-Country

When traveling outside the State of Illinois, the traveler must prepare Form IL401-0109 – State of Illinois Travel Request (see Schedule A) and submit the request to his/her supervisor who will forward the request to the appropriate Regional Administrator or Deputy Director who will then forward it to the Director's Office, 406 E. Monroe – Station 70, Springfield, Illinois 62701. It is suggested that it be submitted 30 days prior to travel for out-of-state and 45 days prior to travel for out-of-country. The Director's Office must obtain written approval from the Governor's Office in advance of the travel dates. Failure to meet the timeframes above could result in denial of the request.

For participation in either Illinois or non-Illinois based conferences, requests should be made four weeks in advance to the Director's office in Springfield and should include the following:

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For Out-of-State travel where the individual travel expense exceeds \$1,000.00 or the aggregate expenses for a group of employees exceeds \$5,000.00 agencies must submit the following information:

- 1) number of people traveling;**
- 2) estimated total expenditures;**
- 3) location/destination;**
- 4) purpose and copy of itinerary,**
- 5) agenda or program if available.**

When out-of-state travel involves transportation for placement of a child for whom the Department is legally responsible, Interstate Compact clearance must be secured for the child by contacting the unit at Station #50. Travel expenses or reimbursement for a non-DCFS employee who accompanies a child for out-of-state placement shall be payable from contractual funds.

Written approval is not required for trips of less than 50 miles beyond the Illinois boundary unless out-of-state overnight lodging is obtained.

Section 2800.710 Ex Post Facto Exceptions

- a) Exceptions to the operation of specific provisions of this Part may be granted after the fact by the Chairman of the Governor's Travel Control Board when necessary to meet special or unavoidable circumstances and when in the best interests of the State. Exceptions are to be requested in writing by the Agency Head. The affected employee may request an exception if the Agency Head will not do so. The request must state in detail the nature of the request, the reasons for noncompliance, and why the request should be granted.
- b) In all cases of requests for approval for payment of hotel rates which exceed the maximum rate permitted, a diligent effort must have been made to obtain lodging in a hotel honoring the State rate. A reasonable number of hotels must be contacted. Contacting three or four additional hotels in an urban area is considered reasonable. This is not required in the case of an individual who attends a conference and stays at or near the hotel where the conference is held as provided for in Section 2800.400. **See Schedule C for Exception Request.**

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IV. TRAVEL SAFETY

Hotel Safety

Most hotels have taken numerous steps and implemented proven security programs to ensure your safety. However, it is important to remember that your security and safety while traveling are primarily your responsibility, not that of the hotel. The following guidelines will help ensure a safe, successful, and enjoyable visit.

1. Request a room that is not on the ground floor or accessible from the ground.
2. Be aware of your baggage when you check in and out. Leaving it out of your eyesight is not a good idea.
3. Use the hotel safety deposit box for your valuables. For a fee, some hotels now offer in-room safes. Use caution and common sense if you must leave needed valuables (e.g., lap-top computers, wallet/purse, cameras, etc.) in an unattended room.
4. Do not reveal or display room numbers around unfamiliar people. Do not leave your room key on a restaurant table, near the pool, or around any other public area. Do not give your room key to anyone at the hotel until you check-out.
5. Close the door whenever you are in your room and use all of the locking devices provided. If you wish, you may want to carry a rubber doorstop and place it under the door of your room for added security.
6. Never leave your door open, even if sitting in your room or leaving for a short period of time.
7. Check to see if sliding glass doors, windows, and connecting room doors are locked.
8. Always lock your vehicle while parked at the hotel and do not leave valuables visibly exposed.
9. Do not invite strangers to your room.
10. Do not answer the door in a hotel or motel room without verifying who it is. If a person claims to be an employee, call the front desk and ask if someone from the hotel staff is supposed to have access to your room and for what purpose.
11. Do not draw attention to yourself by displaying large amounts of cash, jewelry, or other valuables.
12. When checking-in or returning to your hotel late at night, use the main entrance. Be observant and look around before entering into large parking lots. If you wish, you may ask the hotel for an escort to your room.
13. Use caution when leaving valuables in an unattended meeting room during breaks, meals, etc.

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14. Be aware of hotels that do not ask for identification when you ask for a new key after misplacing yours, leaving it in your room, etc. If they do not ask you for ID, they may not ask someone else either.
15. Do not place the “Please Clean This Room” sign on your room door. It is a clear sign that the room is empty.
16. If you observe any suspicious activity, report it at once to the hotel management.

Driving Safety

Whether driving your own vehicle, a state-owned vehicle, or a rental car, it is important to practice safe driving habits. In addition, you should use the following driving safety tips while traveling.

1. Always park in well-lighted areas. Before exiting your car, check for suspicious persons in the area and always lock the doors. Also, backing into a parking space makes for a quicker, easier exit.
2. Always have your keys in your hand when approaching your vehicle. Look underneath the car while walking toward it. Before entering, check both the front and rear seats for intruders.
3. Keep doors locked and windows closed (if possible) while driving.
4. Do not stop at an isolated place for any reason.
5. Plan your trip in advance. If you become lost, do not broadcast it. Be very discreet and careful when asking for directions.
6. When traveling to unfamiliar locations you should: 1) be sure to leave a complete and detailed itinerary with your office and/or family. If possible, call to announce safe arrival at each destination. 2) Carry maps with routes clearly marked. 3) Travel only on main roads and during daylight hours as much as possible.
7. If someone “bumps” you from behind (when stopped at a light, for example), do not get out of the car if you are at all suspicious. Motion to the other driver to follow you to a police station. This is also a good procedure to follow if someone you do not know seems to be following you in a strange city.
8. When renting a vehicle, ask for one with nothing on it to identify it as a rental vehicle (i.e., special license plates, company stickers, etc.). Obvious rental cars will usually identify the individual as an out-of-town traveler.
9. When at a rental car counter, write all of your information down so the rental agent does not ask for it aloud (i.e., name, phone number, address, hotel, etc.).

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V. GOVERNMENT CHARGE CARD

The Governor's Travel Control Board has an agreement with Citicorp Diners Club to provide charge card services to State of Illinois employees. Individuals who direct bill state travel expenses at least four (4) times per year should apply for a Diners Club Corporate Card. The corporate charge card may be used to charge all business related travel expenses. Applications are available through your Agency Travel Coordinator.

Diners Club offers travelers:

- No annual fee
- No interest or delinquency charges
- No pre-set spending limit
- \$350,000 common carrier travel accident insurance
- \$1,250 excess baggage insurance
- Dedicated customer service 24 hours a day
- Assured reservations
- Worldwide recognition and acceptance

Accounts are normally established for individual travelers in which the individual is responsible for payment. Agencies are also encouraged to establish Corporate Travel System (CTS) accounts (i.e., ghost or central billed account) to pay for air and rail charges. Payments for CTS accounts are the responsibility of the Agency.

The Diners Club program is designed to help control travel expenditures, reduce costs, and to provide useful data that enhances the State's ability to negotiate travel discounts. The Board strongly encourages the use of the Diners Club card for all business travel expenses.

Diners Club Customer Service: 800-2-DINERS

Automated Service Line: 800-729-5309

- **If you do not have a State Charge card and need one for State related business expenses, see Section 2800-230. Refer to Schedule D for form.**

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VI. LODGING

Lodging Guidelines

The travel rules require that the lowest available lodging rate be obtained when traveling on official State business (see Section 3000.410). To avoid problems when making reservations, checking in, checking out, completing travel vouchers, paying hotel bills, etc., employees should use the following guidelines:

1. Hotels listed in the Preferred Hotel Listing must always be contacted first when seeking overnight accommodations. In general, lodging is only allowed at hotels which do not appear on the Preferred Hotel Listing if:
 - A) the rate offered is lower than the rates of Preferred Hotels in the area, or
 - B) there are no Preferred Hotels in the area in which lodging is required, or
 - C) the traveler is staying at a hotel while attending a non-state sponsored conference (see Section 2800.400 of the travel rules), or
 - D) a newly opened hotel in the area has agreed to offer a rate which is the same or lower than that of Preferred Hotels in the area.
2. Exceptions to lodging rates may be obtained from the Governor's Travel Control Board (see page). Please contact your Agency Travel Coordinator for applicable procedures in your agency to request an exception, **see Schedule C**.
3. Many hotels in the Preferred Hotel Listing offer State rates based on room availability. Hotels are not obligated to always offer the "State" rate.
4. Reservations should be made as far in advance as possible. Guarantee reservations when necessary. Ask the hotel about their cancellation policy. If you must cancel a reservation, do so before the deadline. If you make a reservation for several nights in succession, ask the hotel about their early check out policy. Some hotels charge an early check out fee (sometimes as high as \$50.00/day in Chicago) if a guest checks out prior to their scheduled departure date.

It is the responsibility of the employee to see that reservations are cancelled in a timely manner to avoid being charged for a "no show" room. Please keep the cancellation numbers for verification if needed.

5. Always show proper identification to prove State employment when checking in. Hotels will normally accept a State issued ID card or the Diners Club Corporate Card as sufficient identification.
6. Confirm that the **"State" rate** will be received. This should be done when making the reservation, when checking in and when checking out. Remember, the "State" rate may be lower than the "government" rate. The "government" rate, in many cases, applies to Federal government travel. **Make certain the "State" rate quoted is within the maximum allowed by the rules contained in this manual.** If working with a *Preferred Hotel*, use this guide to verify the hotel is quoting the State's negotiated rate.
7. Carefully review the bill upon check out to ensure that the room charge reflects the appropriate rate and that no unauthorized charges have been added. For example,

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some hotels will automatically add a security charge or phone usage charge to your bill. If these services are not used, the charges should be removed before checking out.

8. If direct billing, be sure all personal or incidental charges are paid when checking-out (i.e., pay movies, personal phone calls, etc.).

The Department of Children & Family Services, as a practice, does not allow direct billing.

9. Be sure to obtain a copy of the hotel bill to attach to the travel voucher.

In order for an employee on travel status to qualify for overnight lodging the following criteria must be met:

For those employees living in the Cook Metro (Cook, DuPage, Lake, Kane, McHenry and Will counties), your headquarters* or residence, whichever is less, must be 35 miles or more from your overnight location.

For those employees living Downstate (outside the Cook Metro area), your headquarters* or residence, whichever is less, must be 45 miles or more from your overnight location.

Exception: If an employee on travel status encounters inclement weather and is less than the qualifying mileage from headquarters* or residence, must notify his or her supervisor for permission to obtain lodging. When preparing the travel voucher, the employee would indicate "inclement weather" in box 30.

For Department provided or sponsored training activities, i.e. conferences, any training sessions (mandated and in-service), etc.: In order for an employee to qualify for overnight lodging the NIGHT BEFORE the training begins the following criteria must be met:

If the training delivery begins at or before 9:00 a.m., the employees headquarters* or residence, whichever is less, must be 75 miles or more from the training location.

If the training delivery begins at 10:00 a.m., the employees headquarters* or residence, whichever is less, must be 120 miles or more from the training location.

For lodging for the nights in between multiple day training, the above criteria for overnight lodging while on travel status will be followed.

***Headquarters is defined as the corporate city limits in which the employee is stationed.**

LODGING EXCEPTIONS

Sections 2800.700 and 2800.710 of the Governor's Travel Control Board rules allow the Board to grant exceptions to the allowable lodging rates. Prior to requesting an exception, a diligent effort must be made by the traveler to obtain lodging within the allowable rate. ***Hotels appearing on the Preferred Hotel Listing should always be contacted first in this effort.***

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A reasonable number of hotels should be contacted to secure lodging within the allowable rate. The definition of reasonable will depend on the city in which lodging is required, the purpose of travel, etc. In the cities of Chicago and Springfield, at least five (5) hotels on the Preferred Hotel Listing should be contacted. Hotels not appearing on the Preferred Hotel Listing should not be contacted until all *Preferred Hotels* in a particular area have been exhausted. If an acceptable rate still cannot be obtained, reservations must be made at the hotel offering the lowest rate.

If an exception is required, the request letter must contain at least the following information:

- 1) Traveler's name
- 2) Travel destination
- 3) Purpose of travel
- 4) Dates and number of days lodging is required
- 5) List of specific hotels contacted and rates offered
- 6) Specific hotel selected and rate offered at that hotel
- 7) If the hotel offering the lowest rate was not selected, the reason another hotel was selected must be noted.

The best rate available must be obtained from each hotel contacted. "No state rate available" will not be accepted as an appropriate response to item #5. Also, unless circumstances warrant, exceptions will not be granted to the lodging rate in Chicago or Springfield if the employee stays at a hotel not appearing on the Preferred Hotel Listing.

The Board carefully reviews each request letter to ensure compliance.

See Schedule C for Exception Form

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VII. TRANSPORTATION

Section 3000.300 of the Travel Regulation Council rules states, "All travel shall be by the most economical mode of transportation available considering travel time, costs, and work requirements." To assist employees in selecting the appropriate mode of transportation, the following information is provided in regards to airlines, Amtrak, bus service, car rental companies, and state-owned vehicles.

AIRLINES

Reservation/Booking Procedures

A large percentage of airline tickets are purchased through a travel agency. The following guidelines should be followed when booking flights through a travel agency to ensure the lowest airfare is obtained.

1. When calling a travel agency, be sure to identify yourself, your department, and the fact that you are a state government traveler.
2. State the origin and destination of your travel.
3. Provide preferred dates and times of the travel and at least two other alternate times, if possible.
4. Inform the travel agent of the ***TWA/TWE Domestic Airfare Agreement*** (summarized in this guide) or any other state-discounted airfare agreement in effect. If they are unaware of the agreement, you may need to fax or send them a copy of the applicable pages in this guide or the most recent Travel Update outlining the agreement. Some discounts may not appear in their reservation systems.
5. Control the conversation. Remember, you are the customer and the travel agent is being compensated by the airlines. The majority of travel agents will seek the lowest fare for you, but you need to work to this end.
6. Inquire about the availability and prices for joint fares. A joint fare is connecting through two different airlines. This is sometimes the lowest fare available. Do the same for connecting fares. A connecting fare is on the same airline. Be careful of waiving the minimum connection time, as there is no recourse should the connection time wind up being many hours. Specify a reasonable period, such as two hours.
7. If the trip will require departure on Sunday or return on a Friday or Saturday, request fares requiring an extra day that include a Saturday night stay (commonly known as super saver fares). Many times this will lower the airfare cost to the point that money is saved, even with the additional lodging and per diem costs. However, caution should be used when booking these types of fares, as many will be non-refundable and contain certain restrictions.
8. Be sure the travel agent checks fares from all airlines. Any state-negotiated discount should always be applied so the lowest fare can be identified.

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9. Write down all factors for all options as they are provided; cost, departure time, arrival time, connection time, etc. Inform the agent that you will review the options and get back to them.
10. At this point you may want to call another travel agency and repeat the above steps. Most, if not all, of the information will be a duplicate of what you received from the first travel agency. This will only confirm the information provided was accurate. However, should the second agency provide additional or fewer options, remember this the next time you go to make travel plans.
11. If you are making arrangements for another person, review the options with that person so he/she can make a decision in the best fiscal interest of the state. If you are making your own travel plans, do the same for yourself.
12. If reservations are being made for a group of travelers, be sure all individuals are identified. Ask the travel agent about a volume discount. Many times, airlines offer greater incentives to travel agents for booking groups. If the agent is unwilling to do this, you may want to check with another travel agency. Again, remember, you are the customer.
13. When all factors have been considered and a decision is made, call the agent back and make the reservation. ***Whenever possible, charge the trip to the Diners Club Corporate Card.*** This is very important as the charge card company compiles this data for the State to use in negotiating discounted rates. The greater volume on the cards results in greater purchasing and negotiating power for the state.
14. Verify all the particulars; ticketing dates/deadlines for discounts, ticket pick-up/delivery, seat assignments, passport number for international bookings, etc. It is advisable to obtain a seat assignment up front. This reduces the likelihood of being bumped if a flight is overbooked.
15. When you receive your ticket(s) check all of the information for accuracy; departure times, arrival times, flight connections, seat assignment, fares, etc. If anything is found to be incorrect, contact your travel agent immediately.

Airport Check-In

Any person who does not check-in at the appropriate gate (not the counter) 30 minutes prior to departure can be bumped without recourse. In practice, this rarely occurs. The airline industry is very competitive. Airlines will normally do everything they can to avoid losing a future customer. However, it is always advisable to check-in at the gate at least 30 minutes prior to departure time. Make certain you have your boarding pass and tickets.

It is advisable to bring a small carry-on bag with you. This is to include a change of clothing and toiletry items. Lost luggage is not as common as some people might suggest, however, it is advisable to be prepared in the event it happens.

Springfield/Chicago Route

The most commonly traveled route by state employees is between Springfield and Chicago. There are currently two carriers serving this route.

Note: Because airlines frequently change flight schedules, departure and arrival times are not listed.

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United Express (operated by Great Lakes Aviation)

Service Between: Springfield Capital Airport and Chicago O'Hare
Springfield Capital Airport and Chicago Meigs

State Rate: Springfield to Chicago O'Hare -- \$119.00
Springfield to Chicago Meigs---- \$119.00
Chicago O'Hare to Springfield--- \$119.00
Chicago Meigs to Springfield ----\$116.00

(all fares above include all applicable taxes and passenger facility charges)

United/United Express -- General Reservations: 800-241-6522

Springfield/Meigs Reservations: 800-554-5112

Springfield Station: 217-522-8362

Chicago O'Hare Station: Use 800-241-6522

Chicago Meigs Station: 312-922-9010

Approximate Number of Daily Flights in Each Direction: Spfld/Chicago O'Hare - 6
Spfld/Chicago Meigs - 4

Further discounts can be obtained if tickets for the Springfield/Chicago Meigs route are purchased in bulk. For bulk ticket purchases, contact the DCFS Travel Coordinator at 406 E. Monroe – Station #450, Springfield, Illinois 62701.

Domestic Airfare Agreement

The Governor's Travel Control Board has a negotiated discounted airfare agreement with **Trans World Airlines/Trans World Express (TWA/TWE)**. The agreement provides state employees up to 30 percent off airfares to/from all TWA markets. The current agreement is valid through June 30, 2001.

When appropriately used, the discounts offered by TWA/TWE will reduce your air travel budget. The Board strongly urges agencies to take full advantage of this agreement when appropriate.

These negotiated rates are only valid through TWA/TWE. In order to receive the preferred rate the traveler must use the State of Illinois Ticket Designator **T63469** when making reservations. Most travel agencies are familiar with this agreement. Should a travel agency request a copy of the agreement, please contact the Governor's Travel Control Board at (217) 785-0707. For other questions in regard to the agreement, refer to Travel Update #99-16 or contact your Agency Travel Coordinator.

<u>Discount</u>	<u>Service</u>
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30%	A 30% discount will be applied to all <u>Y25</u> and <u>YUP</u> fares, including: <ul style="list-style-type: none">-- any connecting flight to/from all TWA/TWE cities, or-- any flight making one or more stops to/from all TWA/TWE cities, or-- any non-stop flight to/from any two TWA/TWE cities, except St. Louis
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Note: *Y25 fare* = standard discounted coach fare
YUP fare = standard discounted coach fare upgraded to first class based on seat availability.

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15% A 15% discount will be applied to all other published fares except non-stop flights to/from St. Louis.

10% A 10% discount will be applied to all published fares to/from St. Louis.

These discounts apply to one-way and/or round trip fares and are offered based on seat availability. Since these discounts apply to any and all published fares, some restrictions may apply.

AMTRAK

Amtrak provides train service to/from more than 30 cities throughout Illinois.

State employees receive discounted rates from Amtrak between Springfield and Chicago. The one-way rate is currently \$20.00 (either direction). Because Amtrak frequently changes their schedule, exact departure and arrival times for the Springfield/Chicago route are not listed. Currently, Amtrak offers three (3) daily trips, in each direction, between Springfield and Chicago. Complete schedules for all Illinois cities served by Amtrak may either be obtained at a local Amtrak station or by calling the Illinois Department of Transportation, Bureau of Railroads, at (217) 782-4981.

Amtrak requires passengers to make advance reservations for all trains serving the State of Illinois. To insure seat availability, employees should call Amtrak or their local travel agency prior to the intended date of travel. State employees will not be penalized for canceling or changing reservations.

Tickets obtained at an Amtrak station must be purchased with the Diners Club Corporate Card, personal credit card, or cash. Amtrak tickets may also be purchased through a travel agent. Amtrak does not accept Transportation Request forms (TR-1) or any other direct billing methods.

Reservations on Amtrak may be made by calling:

Amtrak Nationwide: 800-USA-RAIL
Springfield Station: 217-753-2013
Chicago Station: 312-558-1075

CAR RENTAL AGREEMENTS

The Governor's Travel Control Board has three separate agreements to provide discounted car rental rates and services to State of Illinois employees; ***Chicago Metro Area, Downstate IL, and Out-of-State***. Employees should use the appropriate agreement for the intended travel.

Chicago Metro Area -- Budget Rent-A-Car

The rates and services outlined below are applicable at 24 Budget Rent-A-Car locations in the counties of Cook, DuPage, Kane, Lake, McHenry, and Will.

Type of Vehicle	Sample Vehicle	Daily Rate	One-Way Rate
Economy	Ford Aspire Hyundai Accent	\$32.00	\$69.00

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Compact	Ford Escort Nissan Sentra	\$32.00	\$69.00
Intermediate	Mercury Mystique Ford Contour Pontiac Grand Am	\$35.00	\$69.00
Full Size 4-door	Mercury Sable Ford Taurus	\$42.00	\$74.00
7 passenger van	Ford Windstar	\$54.00	N/A
15 passenger van	Ford E-350	\$89.00	N/A

- All rates include 225 free miles/day. A \$0.20/mile charge will be assessed for all miles in excess of 225 per day.
- All rentals under this agreement include loss/collision damage waiver provisions at no charge. Employees should always decline the insurance coverage offered.
- A \$5.00/day surcharge (unless otherwise noted) will be added to rentals at the following locations; Arlington Heights, Chicago (2901 N. Halsted location only), Des Plaines, Libertyville, Oakbrook, Schaumburg (both locations), Schiller Park, and Wheeling (\$8.00).
- Free upgrades if the type of vehicle requested is not available at the time of rental.
- Free roadside assistance. Employees should contact the emergency road service number listed on the rental agreement if roadside assistance is needed.

Payment Method

All rentals under the Chicago Metro Area agreement shall be paid with the Diners Club Corporate Card, personal credit card, or cash.

Refueling

Employees should refuel rented vehicles prior to returning them to the rental location.

Reservations

Reservations may be made by calling Budget at:

City of Chicago locations: (773) 736-8257
Suburban locations: (630) 736-8257
Reservation Center: (800) 527-0700

To insure the proper discounted rate is received, the following Budget Corporate Discount number **must** be used:

V078400

Customer Service/Account Representative

To obtain a copy of a rental agreement or for other rental issues, contact Budget Customer Service at (800) 621-2844.

Should other questions or problems regarding this agreement arise, contact your Agency Travel Coordinator, Agency Vehicle Coordinator, or the Budget Account Service Representative at:

Budget Rent-A-Car Corporation
4225 Naperville Road
Lisle, IL 60532

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(630) 955-7044

Budget Rent-A-Car Locations -- Chicago Metro Area

City	Address
Arlington Heights	Arlington Park Hilton
Aurora	1311 N. Lake St.
Bolingbrook	440 N. Bolingbrook Drive (Rt. 53)
Chicago	1025 N. Clark
Chicago	181 W. Washington
Chicago	1135 W. Armitage
Chicago	65 E. Lake St.
Chicago	714 S. Wabash Ave.
Chicago	2901 N. Halsted
Des Plaines	154 Old Higgins Rd.
Hanover Park	1300 W. Irving Park Rd.
Libertyville	450 S. Milwaukee
Naperville	1115 E. Ogden Ave.
Oakbrook	Drake Oakbrook Hotel
Oak Lawn	8940 S. Cicero
Oak Park	414 W. Madison
Orland Park	7170 W. 159th St.
Park Ridge	742 Higgins Rd.

Budget Rent-A-Car Locations -- Chicago Metro Area Continued

City	Address
Schaumburg	805 W. Higgins Rd.
Schaumburg	901 Perimeter Dr.
Schiller Park	4200 N. Mannheim Rd.
Wheeling	Palwaukee Airport
O'Hare Int'l Airport	
Midway Airport	5829 S. Cicero Ave.

Downstate IL -- Enterprise Rent-A-Car

The rates and services outlined below are applicable at all 39 Enterprise Rent-A-Car locations throughout downstate Illinois.

Type of Vehicle	Sample Vehicle	Daily Rate	One-Way Rate
Economy	Geo Metro Hyundai Accent	\$34.00	\$59.00
Compact	Dodge Neon Ford Escort Chevrolet Cavalier	\$34.00	\$59.00
Intermediate	Pontiac Grand Am Dodge Stratus	\$36.00	\$61.00

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Full Size 2-door/4-door	Dodge Intrepid Nissan Maxima Ford Taurus	\$40.00	\$65.00
7 passenger van	Chevrolet Astro Van Ford Windstar	\$60.00	\$85.00
15 passenger van	Ford E-150	\$89.00	\$105.00

- All rates include 250 free miles/day. A \$0.20/mile charge will be assessed for all miles in excess of 250 per day.
- All rentals under this agreement include loss/collision damage waiver provisions at no charge. Employees should always decline the insurance coverage offered.
- Daily rate = 24 hours, plus a one hour grace period
- All Enterprise locations in Illinois are corporate owned and will abide by the contract rates and services.
- Free upgrades if the type of vehicle requested is not available at the time of rental.
- Free roadside assistance: (800) 325-8007

Payment Method

All rentals under this agreement shall be paid with the Diners Club Corporate Card, personal credit card, or cash.

Reservations

To guarantee type of vehicle requested, reservations should be made at least 24 hours in advance. However, advance reservations are not required. To receive the rates and services offered by Enterprise, the following account number **must** be used:

ILGOVT1

Reservations may be made by calling --- 1-800-RENT-A-CAR (800-736-8222)
Choose Option 1 to be connected to the nearest Enterprise location.

Customer Pick-Up

As an added convenience, state employees can call Enterprise for free customer pick-up service. Enterprise will pick up the employee at any location (within the area) and deliver them to the rental location to pick up the vehicle. When the vehicle is returned, Enterprise will return the employee to their desired location.

Refueling

Employees should refuel rented vehicles prior to returning them to the rental location.

Account Representative

Should questions or problems regarding this agreement arise, please contact:

Enterprise Rent-A-Car
1031 South Dirksen Parkway
Springfield, IL 62703
(217) 789-8986

Enterprise Rent-A-Car Locations -- Downstate Illinois

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City	Address
Alton	590 Lewis & Clark Blvd.
Belleville	2011 N. 17th St.
Belvidere	2031 N. State St.
Bloomington	2054 Ireland Grove Rd.
Cahokia	1175 Camp Jackson
Canton	507 N. Main St.
Carbondale	219 S. Lewis Lane
Centralia	1421 W. McCord
Champaign -- North	809 Bloomington Rd.
Champaign -- South	1804 S. Neil St.
Danville	202 W. North St.
Decatur	2745 N. Water St.
DeKalb	1810 Sycamore Rd.
East Moline	553 42nd Ave.
East Peoria	500 Fairlane Dr.

Enterprise Rent-A-Car Locations -- Downstate Illinois Continued

City	Address
Freeport	427 W. South St.
Galesburg	165 S. Seminary
Granite City	3700 Nameoki Rd.
Machesney Park	9208 N. 2nd St.
Macomb	2500 E. Jackson St.
Marion	201 W. DeYoung
Maryville	2917 N. Center
Mattoon	2009 Lakeland Blvd.
Moline	3401 16th St.
Mt. Vernon	3307 Broadway
O'Fallon	1603 A West Hwy. 50
Pekin	817 N. 5th St.
Peoria	1120 W. Pioneer Pkwy.
Peoria -- Downtown	428 S. Washington
Peru	4101 Frontage Rd.
Plano	411 West South Rd.
Quincy	4530 Broadway
Rockford -- East	262 N. Phelps, Suite B
Rockford -- Southeast	7070 Cherry Vale N.
Rockford -- West	415 N. 3rd St.
Springfield	1031 S. Dirksen Pkwy.
Springfield -- Downtown	101 E. Jefferson
Sterling	10 E. Miller
Washington	1860 Washington Rd.

Out-of State -- Budget Rent-A-Car

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Budget Rent-A-Car provides car rental services for all areas outside the State of Illinois. Rates and services are as follows:

Type of Vehicle	Sample Vehicle	Daily Rate	One-Way Rate
Economy	Ford Aspire Hyundai Accent	\$40.00	\$79.00
Compact	Ford Escort Nissan Sentra	\$40.00	\$79.00
Intermediate	Mercury Mystique Ford Contour Pontiac Grand Am	\$40.00	\$79.00
Full Size 2-door	Mercury Cougar	\$40.00	\$79.00
Full Size 4-door	Mercury Sable Ford Taurus	\$40.00	\$79.00

- All rates include unlimited mileage.
- All rentals under this agreement include loss/collision damage waiver provisions at no charge. Employees should always decline the insurance coverage offered.
- A price differential, or surcharge, may be added to the above daily rates at selected locations.
- Daily rate = 24 hours, plus a one hour grace period.
- Free upgrades if the type of vehicle requested is not available at the time of rental.
- Free roadside assistance. Employees should contact the emergency road service number listed on the rental agreement if roadside assistance is needed.

Payment Method

All rentals under this agreement shall be paid with the Diners Club Corporate Card, personal credit card, or cash.

Reservations

Reservations may be made by calling Budget at (800) 527-0700.

To insure the proper discounted rate is received, the following Budget Corporate Discount number **must** be used:

V078400

Refueling

Employees should refuel rented vehicles prior to returning them to the rental location.

Customer Service/Account Representative

To obtain a copy of a rental agreement or for other rental issues, contact Budget Customer Service at (800) 621-2844.

Should other questions or problems regarding this agreement arise, contact your Agency Travel Coordinator or the Budget Account Service Representative at:

Budget Rent-A-Car Corporation
4225 Naperville Road
Lisle, IL 60532

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(630) 955-7044

STATE VEHICLES

The Department of Central Management Services, Division of Vehicles, operates a motor pool and long term leasing program for agencies to utilize when needing state vehicles.

Springfield Motor Pool

101 West Washington Street
Springfield, IL 62706
(217) 782-7321
Fuel: Gasohol and E85 (Ethanol)
Hours: 7:00 a.m. - 5:00 p.m.

Vehicle Leasing Program

200 East Ash
Springfield, IL 62704
(217) 782-2536 Ext. 217
Hours: 8:00 a.m. - 4:30 p.m.

At this site, State employees may obtain vehicles for short-term usage. Vehicle availability includes; four-door intermediate size sedans, station wagons, seven passenger vans, 12-passenger vans, and 15-passenger vans. Fees for these vehicles will vary based on number of miles driven and length of time vehicle is used.

The Division of Vehicles also operates 18 major garages and 5 satellite garages around the state providing fuel and maintenance services for state owned vehicles. CMS garages are generally open from 7:30 a.m. - 4:00 p.m., Monday through Friday. Employees should contact their Agency Vehicle Coordinator or refer to the *State of Illinois Vehicle Manual* for additional information on the operation of state-owned vehicles.

STATE OF ILLINOIS -- CMS MAJOR GARAGES

Carbondale State Garage
2801 West Murphysboro
(618) 351-5346
Fuel: Gasohol

Centralia State Garage
Centralia Correctional Center
1266 Shattuc Road
(618) 533-4799
Fuel: Gasohol and Diesel

Champaign State Garage
201 Eisner Road
(217) 333-5770
Fuel: Gasohol and Diesel

Chicago Northside State Garage
7075 Forest Preserve Drive
(773) 736-5290
Fuel: None

Collinsville State Garage
1104 Eastport Plaza Drive
(618) 346-5190
Fuel: Gasohol and Diesel

Suburban North State Garage (Des Plaines)
9511 Harrison Street
(847) 294-4152
Fuel: None

Dixon State Garage
819 Depot Avenue
(815) 284-1594
Fuel: Gasohol and Diesel

Effingham State Garage
400 West Wabash
(217) 342-8296
Fuel: Gasohol

Elgin State Garage
595 South State Street
(847) 741-1135
Fuel: Gasohol and Diesel

Fairfield State Garage
117 Highland Avenue (Rt. 4)
(618) 842-2526
Fuel: Gasohol and Diesel

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Hillsboro State Garage
Graham Correctional Center
Route 185 South
(217) 532-6811
Fuel: Gasohol and Diesel

Markham State Garage
15940 South Crawford
(708) 389-2968
Fuel: None
Note: Parts only, no maintenance

Monmouth State Garage
State Highway Building
710 180th Avenue
(309) 734-6306
Fuel: Gasohol and Diesel

Ottawa State Garage
700 East Norris Drive
(815) 434-8400
Fuel: Gasohol and Diesel

Paris State Garage
Route 133 West
(217) 463-4215
Fuel: Gasohol and Diesel

Peoria State Garage
6510 West Highway 150
(309) 693-5162
Fuel: Gasohol and Diesel

Springfield Central State Garage
200 East Ash Street
(217) 782-4684
Fuel: Gasohol and E85 (Ethanol)

Watseka State Garage
111 Yount Avenue
(815) 432-3266
Fuel: Gasohol and Diesel

STATE OF ILLINOIS -- CMS SATELLITE GARAGES

Alton State Garage
Alton Mental Health Facility
4500 College Avenue
(618) 474-3265
Fuel: None

Jacksonville State Garage
Jacksonville Developmental Center
1201 South Main Street
(217) 245-0275 Ext. 345
Fuel: None

Lincoln State Garage
Logan Correctional Center
R.R. #3
(217) 735-5581 Ext. 365
Fuel: None

Springfield Lincoln Avenue State Garage
650 North Lincoln Avenue
(217) 782-6028
Fuel: Gasohol and Diesel

Tinley Park State Garage
Tinley Park Mental Health Facility
7400 West 183rd Street
(708) 614-3678
Fuel: Gasohol and Diesel

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VIII. TRAVEL VOUCHERS

To assist your Agency and the Office of the Comptroller in reviewing and processing travel vouchers, there are a number of guidelines you should follow.

Section's 2800.240 and 2800.250 of the Governor's Travel Control Board rules outlines the proper method to complete and submit travel vouchers.

- If possible, travel vouchers (Form C-10) should be typed. If a handwritten voucher is to be submitted, be sure to print hard and write legibly.
- The purpose of the travel, employee headquarters and residence, applicable points of departure, destination, dates, and times, are all vital to an expedient processing of the voucher.
- Accurate mileage calculations must be noted on the voucher if a personal vehicle is used.
- Required receipts must be attached to the voucher. Receipts should clearly indicate travel vendor, dates, times, dollar amounts, etc.
- All travel vouchers should contain the appropriate authorizing signatures prior to submission to the Comptroller. The travelers original signature is required by the Comptroller.

Travel falls under four separate detail object codes. It is important that the voucher indicate the appropriate code for the travel.

Code	Purpose
1291	In-State Travel -- Reimbursements to Employees.
1292	Out-of-State Travel -- Reimbursements to Employees.
1293	In-State Travel -- Payments to Vendors.
1294	Out-of-State Travel -- Payments to Vendors.

The purpose of the travel voucher is to make claim for reimbursement for travel expenses incurred while on travel status. Only expenses related to the travel should appear on a voucher, including: transportation expenses, mileage, lodging, meals, parking, tolls, etc. In addition, certain miscellaneous expenses can be claimed as defined in Section 3000.600(a) of the Travel Regulation Council rules.

QUICK REFERENCE GUIDE

Airlines

American Airlines	800-433-7300
American Eagle (Chicago)	800-433-7300
American Eagle (Springfield).....	217-789-4484
America West Airlines	800-235-9292
Continental Airlines	800-525-0280
Delta Airlines	800-221-1212
Northwest Airlines	800-225-2525
Southwest Airlines.....	800-435-9792
Trans World Airlines	800-221-2000
Trans World Express	800-366-TWEX
Trans World Express (Springfield)	217-789-4130
Agreement # - T63469	
United Airlines	800-241-6522
United Express (Chi. Meigs).....	312-922-9010
United Express (Chi. O'Hare)	800-241-6522
United Express (Spfld./Meigs).....	800-554-5112
United Express (Springfield).....	217-522-8362

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US Air 800-428-4322

Amtrak

Nationwide..... 800-USA-RAIL
Chicago Station 312-558-1075
Springfield Station 217-753-2013

Diners Club

Cardmember Assistance 800-2-DINERS
Automated Service Line..... 800-729-5309

Bus Service

Greyhound Bus Lines
Nationwide..... 800-231-2222
Chicago 312-408-5980
Springfield 217-544-8466

Car Rental

Budget Rent-A-Car
Chicago Area
City of Chicago 312-736-8257
Suburban Area 630-736-8257
Out-of-State..... 800-527-0700
Account # - V078400
Customer Assistance..... 800-621-2844
Account Service Representative 630-955-7044

Enterprise Rent-A-Car 800-736-8222
Account # - ILGOVT1
Account Manager 217-789-8986

Springfield Motor Pool 217-782-9471

Governor's Travel Control Board

Springfield 217-785-0707

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SCHEDULE A

IL 401-0109 (01/00)

STATE OF ILLINOIS TRAVEL REQUEST

CHECK ONE: () Out of State () Out of Country

1. <u>Name of Traveler</u>	2. <u>Title</u>	3. <u>Date of Request</u>
4. <u>Department or Agency</u> DEPARTMENT OF CHILDREN & FAMILY SERVICES		5. <u>Institute or Division</u>

TRAVEL INFORMATION

6. <u>Location of Departure</u>	7. <u>Destination</u>
8. <u>Purpose of trip (Explain fully the necessity of making this trip and how it relates to Agency, why individual was picked)</u> 	
9. <u>Anticipated results of travel</u> 	

EXPENSE INFORMATION

10. <u>Amount required: (reflects the least costly and reasonable means)</u>	
<u>TRANSPORTATION</u> Plane --- Coach _____ Train _____ Bus _____ Auto _____ miles @ . _____	<u>LODGING</u> _____ Days @ \$ _____ <u>MEALS</u> _____ Per Diem Quarters _____ _____ Meals only _____ <u>MISCELLANEOUS (incl. Taxi)</u> _____ <u>TOTAL EXPENSES FOR TRIP</u> _____
11. <u>Departure</u> Date: _____ Time: _____ a.m., p.m.	12. <u>Return</u> Date: _____ Time: _____ a.m., p.m.

TRAVELER'S AUTHORIZATION REQUEST

13. <u>Traveler Signature</u>	<u>Date</u>
-------------------------------	-------------

MANAGEMENT APPROVALS

14. <u>Signature</u>	<u>Title</u>	<u>Check One</u>	<u>Date</u>
<u>Immediate Supervisor</u>		() <u>Approved</u> () <u>Denied</u>	
<u>Deputy Director or Regional Administrator</u>		() <u>Approved</u> () <u>Denied</u>	
<u>Agency Head</u>		() <u>Approved</u> () <u>Denied</u>	

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SCHEDULE B

**INSTRUCTIONS FOR CERTIFICATION OF LICENSE AND AUTOMOTIVE
COVERAGE**

All employees who travel for the Department and incur mileage charges must complete the Certification of Auto Liability Coverage on the reverse side. The Travel Regulation Council Rule Section 3000.300(f)(1), "Employees using private vehicles while on State business must have insurance coverage in an amount not less than required by Section 10-10(b) of The Vehicle Code." The certification states that the employee is a duly licensed driver and has automobile insurance in the following amounts:

- \$20,000 in the event of bodily injury to or death of any one person in any one motor vehicle accident;
- \$40,000 in the event of bodily injury to or death of two or more persons in any one motor vehicle accident; and
- \$15,000 in the event of injury to or destruction of property of others in any one motor vehicle accident.

The business office to which you submit your travel vouchers shall maintain the attached Certification of License and Automotive Coverage form. **If there are any changes during the fiscal year you must submit a revised form. If you do not have a current Certification of License and Automotive Coverage on file your travel vouchers will not be processed. Please complete the form and return to addresses below before June 15, each fiscal year.**

MAILING ADDRESSES OF REGIONAL OFFICES

Cook North	1911 S. Indiana	Chicago, 60616
<u>Cook South</u>	<u>6201 S. Emerald</u>	<u>Chicago, 60621</u>
<u>Cook Central</u>	<u>1026 S. Damen</u>	<u>Chicago, 60612</u>
<u>Northern (Aurora)</u>	<u>8 E. Galena Blvd.</u>	<u>Aurora, 60506</u>
<u>Rockford Area</u>	<u>200 S. Wyman St.</u>	<u>Rockford, 61101</u>
<u>Central (Peoria)</u>	<u>5414 N. University Ave.</u>	<u>Peoria, 61614</u>
<u>Springfield Area</u>	<u>4500 S. 6th</u>	<u>Springfield, 62706</u>
<u>Champaign Area</u>	<u>2125 S. 1st</u>	<u>Champaign, 61820</u>
<u>Southern (E.St. Louis)</u>	<u>10 Collinsville Ave</u>	<u>E. St. Louis, 62201</u>
<u>Marion Area</u>	<u>2309 W. Main St.</u>	<u>Marion, 62959</u>
<u>Training</u>	<u>406 E. Monroe</u>	<u>Springfield, 62701</u>
<u>ISD</u>	<u>406 E. Monroe</u>	<u>Springfield, 62701</u>
<u>Central Office</u>	<u>406 E. Monroe</u>	<u>Springfield,</u>
<u>62701</u>		

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SCHEDULE B

DEPARTMENT OF CHILDREN & FAMILY SERVICES
CERTIFICATION OF LICENSE AND AUTOMOTIVE LIABILITY COVERAGE

I, _____, as an employee of the Department of Children and Family Services, do hereby certify that I have been duly licensed to drive an automobile by the Illinois Secretary of State, and that I have in effect and will maintain automobile liability coverage on my personal vehicle in the form of insurance, or a bond filed with the Illinois Secretary of State as proof of financial responsibility, in an amount equal to, or in excess of the following:

- Not less than \$20,000 because of bodily injury to or death of any person in any one motor vehicle accident.
- Not less than \$40,000 because of bodily injury to or death of two or more persons in any one motor vehicle accident.
- Not less than \$15,000 because of injury to or destruction of property of others in any one motor vehicle accident.

I further agree to notify my supervisor in the event my Illinois Driver's License is revoked, suspended, or if I fail to have in effect, automobile liability coverage as stated above.

Signature

Date

I, _____, am unwilling or unable to certify that I am a duly licensed driver or that I have automobile liability coverage in an amount equal to or in excess of the amounts listed above. I acknowledge that I am not authorized to drive any vehicle on official State business, nor receive any reimbursement for such use. I agree to notify my supervisor that I have not certified I am a duly licensed driver or have in effect the minimum amounts of automobile liability coverage as listed above.

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SCHEDULE C

REQUEST TO EXCEED STATE LODGING RATES

1. <u>EMPLOYEE NAME</u>	2. <u>DATE OF REQUEST</u>
3. <u>HEADQUARTERS</u>	4. <u>DESTINATION CITY</u>

HOTELS CONTACTED

<u>HOTELS CONTACTED</u>	<u>CITY</u>	<u>LOWEST AVAILABLE RATE</u>
5.		
6.		
7.		
<u>WHEN STAYING IN CHICAGO OR SPRINGFIELD TWO ADDITIONAL HOTELS SHOULD BE CONTACTED</u>		
8.		
9.		

ADDITIONAL INFORMATION

10. <u>Departure</u> Date: _____ Time _____ a.m., p.m.	11. <u>Return</u> Date: _____ Time _____ a.m., p.m.
12. <u>WAS TRIP PLANNED IN ADVANCE? IF NOT, WHY NOT</u> 	

TRAVELER'S AUTHORIZATION REQUEST

13. <u>TRAVELER'S SIGNATURE</u>	<u>DATE</u>
---------------------------------	-------------

MANAGEMENT APPROVALS

<u>SIGNATURE</u>	<u>TITLE</u>	<u>CHECK ONE</u>	<u>DATE</u>
<u>Immediate Supervisor</u>		() <u>Approved</u> () <u>Denied</u>	
<u>Deputy Director or Regional Administrator</u>		() <u>Approved</u> () <u>Denied</u>	
<u>Agency Head</u>		() <u>Approved</u> () <u>Denied</u>	

This form is to be submitted to the Director's Office, 406 E. Monroe - Station 70, Springfield, Illinois 62701. The Director's Office will request an exception from Central Management Services (CMS). The letter of approval from CMS must be attached to your travel voucher before the travel voucher can be processed.

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SCHEDULE D

DINERS CLUB LETTER OF UNDERSTANDING

Listed below is information regarding the Diners Club Charge Card for employees of the State of Illinois. Please read all of the information completely before signing the agreement.

- **There is no Annual fee for membership**
- **There is no credit limit**
- **There is no finance charge or late fee**
Diners Club does consider charges over 60 days delinquent. The Diners Club card will be suspended when this happens and the Department will be notified. The DCFS Travel Coordinator will notify you supervisor, Internal Audits and/or the Director's Office of any delinquencies.
- *The Department assumes no liability for charges incurred*
The Department is only liable to the employee for reimbursement for travel expenses in compliance with guidelines set forth in "A Travel Guide for State of Illinois Employees" issued by CMS and the additional DCFS travel regulations.
- *The Diners Club Charge Card is for employee business related charges only*
Any employee found to be misusing the Diners Club card (personal charges, mail order charges, etc.) will have their card revoked.
- *The Diners Club statement must be billed to the employee's home address*
- *Employees must submit their travel voucher in a timely manner in order to be reimbursed timely*
Travel vouchers should be submitted within 3 working days after the end of the month in which travel occurred. Employees are to submit only one travel voucher per month. Remember, Diners Club will suspend accounts over 60 days in arrears. If your account becomes delinquent for any reason, your account could be cancelled.
- *Department processing of Travel Vouchers*
The Department will make every effort to process properly prepared travel vouchers as soon as possible in order to assure timely reimbursement.

ANY MISUSE OF THE DINERS CLUB CARD CAN RESULT IN A LETTER OF MISUSE TO THE EMPLOYEE'S SUPERVISOR, INTERNAL AUDITS AND/OR THE DIRECTOR'S OFFICE. THESE VIOLATIONS CAN ALSO RESULT IN CANCELLATION OF THE DINERS CLUB CARD.

I agree to all the requirements and/or restrictions listed above and would like my application processed. I understand that if I violate any part of the agreement my card can be revoked and appropriate staff will be notified.

Applicant signature _____ Date: _____

The employee listed above does incur travel expenses for the Department and has a need for a Diners Club Card. I authorize the processing of this application.

Supervisor signature: _____ Date: _____

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SCHEDULE D

**INSTRUCTIONS FOR COMPLETING THE DINER'S CLUB APPLICATION AND
THE LETTER OF UNDERSTANDING**

Please read the Letter of Understanding and the Diners Club Application thoroughly before signing.

The employee and his/her supervisor must sign the Letter of Understanding.

The employee must complete the section titled Applicant Information of the Diners Club application. The employee will sign and date the box titled Applicant Signature. The supervisor will sign and date the box titled Manager/Supervisor Signature.

Do not complete any of the information in the area titled Organization Information and Authorization.

The signed Letter of Understanding and the signed Diners Club application are to be mailed to:

*Department of Children and Family Services
406 E. Monroe St., Station #450
% Peter Pirrera, Travel Coordinator
Springfield, Illinois 62701*

If you have any questions, please contact the Travel Coordinator at (217) 785-2573.

Note: If you mail your letter and application directly to Diners Club it will not be processed. The Diners Club application will not be processed by the Travel Coordinator without the signed Letter of Understanding.

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Appendix A Reimbursement Schedule

The following rates are effective for Agencies under the jurisdiction of the Board.

Type of Reimbursement	Rate
<u>Mileage</u>	
Auto	\$0.325/mile (see section 3000.300(f)(2) of the Travel Regulation Council Rules
Plane	\$0.40/mile

Per Diem/Meals

Within the State of Illinois

Breakfast	\$ 5.50
Lunch	\$ 5.50
Dinner	\$ 17.00
Per Diem -- Quarter	\$ 7.00
Per Diem -- Day	\$ 28.00

Outside the State of Illinois

Breakfast	\$ 6.50
Lunch	\$ 6.50
Dinner	\$ 19.00
Per Diem -- Quarter	\$ 8.00
Per Diem -- Day	\$ 32.00

REIMBURSEMENT FOR WARD'S MEALS

Meals, including lunches are permitted for children for whom DCFS is legally responsible. Receipts are required for all reimbursements, including miscellaneous food items such as cokes, snacks, etc., regardless of the dollar amount. When purchasing a meal for a child for whom DCFS is legally responsible, the child's number and the time the meal was purchased must be shown on the receipt.

Meals or snacks will be reimbursed at the following rates WITH A RECEIPT:

Breakfast	6:30 - 10:30	up to \$ 5.50
Lunch	10:31 - 16:00	up to \$ 5.50
Dinner	16:01 - 21:00	up to \$ 10.00
Snack		up to \$ 2.50

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Lodging

Chicago Metro County of Cook	\$130.00 + (tax)
Counties of DuPage, Kane, Lake, McHenry, and Will	\$80.00
Downstate Illinois Counties of Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, and Winnebago	\$60.00
All other Downstate counties	\$50.00
Out-of-State <i>Washington, D.C.</i> (also includes the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince Georges in Maryland); and <i>New York City</i> (includes the boroughs of the Bronx, Brooklyn, Manhattan, Queens, and Staten Island; Nassau and Suffolk Counties)	\$118.00
All other out-of-state locations	\$ 90.00
Out-of-Country	Actual Reasonable

Note: Except for Cook County, lodging rates noted above do not included applicable taxes.

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APPENDIX B Preferred Hotel Listing

The Governor's Travel Control Board has negotiated discounted lodging rates with a total of 252 hotels. The Preferred Hotel Listing has been separated into five categories:

AREA	NUMBER OF HOTELS
Chicago Metro (counties of Cook, DuPage, Kane, Lake, McHenry, and Will)	100
Chicago Area Airports	11
Downstate IL (remaining 96 counties)	129
State Parks/Lodges	8
St. Louis, MO	4

To assist travelers in selecting a hotel to fit their specific needs, a list of services has been included for each hotel.

Unless otherwise noted, all hotels listed:

- Accept all major credit cards including the ***Diners Club Corporate Card***
- Offer non-smoking guest room
- Offer fully handicapped accessible rooms
- Offer use of a copy and/or fax machine on a fee usage basis
- Offer audio/visual equipment (fees will normally apply)

Payment Methods

Employees are strongly encouraged to use the ***Diners Club*** corporate charge card to pay for lodging expenses. Many hotels **will not** accept a direct bill voucher (C-13). Acceptance of vouchers is solely at the discretion of the hotel. If a direct bill voucher must be used, employees should confirm the acceptance when making reservations.

Tax Rates

Rates listed do not include applicable taxes. To assist agencies and employees in budgeting their lodging expenditures, current tax rates are included for each city listed. These rates are subject to change.

Negotiated Rates

The negotiated rates shown are valid July 1, 1999 - June 30, 2000. A new listing will be coming out in August 2000.

Remember, hotels appearing on the Preferred Hotel Listing should always be contacted first when seeking overnight accommodations.

FISCAL YEAR 2000 PREFERRED HOTEL LISTING

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CHICAGO METRO

Cook County		Tax Rate: 9%		ALSIP	
Radisson		(708) 371-7300		Rates: Single	\$99.00
5000 West 127th Street		(800) 333-3333		Double	\$99.00
Alsip, IL 60658		(708) 371-9949	Fax		
Nearest Airport:	Midway -- 8 miles	Amtrak:	3 miles	Restaurant :	On-Site
Courtesy Trans.:	Midway/Amtrak	Free Breakfast:	No	Meeting Cap.:	500
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	193	
Cook County		Tax Rate: 11%		ARLINGTON HEIGHTS	
LaQuinta Inn		(847) 253-8777		Rates: Single	\$75.00
1415 West Dundee Road		(800) 531-5900		Double	\$75.00
Arlington Heights, IL 60004		(847) 818-9167	Fax		
Nearest Airport:	O'Hare -- 12 miles	Amtrak:	N/A	Restaurant :	Adjacent
Courtesy Trans.:	Local area	Free Breakfast:	Cont'l	Meeting Cap.:	60
Fitness Center:	No	Pool:	Outdoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	122	
Red Roof Inn		(847) 228-6650		Rates: Single	\$58.99
22 West Algonquin Road		(800) THE ROOF		Double	\$63.99
Arlington Heights, IL 60005		(847) 228-6709	Fax		
Nearest Airport:	O'Hare -- 10 miles	Amtrak:	N/A	Restaurant:	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	No	Meeting Cap.:	18
Fitness Center:	No	Pool:	None	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	136	
Kane County		Tax Rate: 9%		AURORA	
Comfort Inn		(630) 820-3400		Rates: Single	\$66.00
4005 Gabrielle Lane		(800) 228-5150		Double	\$69.00
Aurora, IL 60504		(630) 820-7081	Fax		
Nearest Airport:	O'Hare -- 30 miles	Amtrak:	2 miles	Restaurant :	Nearby
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	25

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Fitness	Yes	Pool:	None	Parking:	Free
Center:					
Rates Apply to Local Governments:		Yes	No. of Rooms:	51	
Comfort Suites		(630) 896-2800		Rates:	Single \$76.00
111 North Broadway		(800) 228-5150			Double \$76.00
Aurora, IL 60505		(630) 896-2887	Fax		
Nearest Airport:	O'Hare -- 35 miles	Amtrak:	7 miles	Restaurant	Adjacent
Courtesy Trans.:	N/A	Free	Cont'l	Meeting Cap.:	60
Fitness	Yes	Breakfast:			
Center:		Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	82	

CHICAGO METRO

DuPage County		Tax Rate: 11%		BLOOMINGDALE	
Indian Lakes Resort		(630) 529-0200		Rates:	Single \$79.00
250 West Schick Road		(800) 334-3417			Double \$79.00
Bloomington, IL 60108		(630) 529-9271	Fax		
Nearest Airport:	O'Hare -- 16 miles	Amtrak:	4 miles	Restaurant	On-Site
Courtesy Trans.:	Local area	Free	No	Meeting Cap.:	1,200
Fitness	Yes	Breakfast:			
Center:		Pool:	Indoor/Outdoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	314	
Will County		Tax Rate: 12%		BOLINGBROOK	
Comfort Inn		(630) 226-0000		Rates:	Single \$65.00
225 West South Frontage Road		(800) 228-5150			Double \$69.00
Bolingbrook, IL 60440		(630) 226-1111	Fax		
Nearest Airport:	Midway -- 20 miles	Amtrak:	N/A	Restaurant	Nearby
Courtesy Trans.:	Local area	Free	Cont'l	Meeting Cap.:	30
Fitness	Yes	Breakfast:			
Center:		Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		No	No. of Rooms:	95	
Holiday Inn		(630) 679-1600		Rates:	Single \$79.00
205 Remington Boulevard		(800) HOLIDAY			Double \$79.00
Bolingbrook, IL 60440		(630) 679-1616	Fax		

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Nearest Airport:	Midway -- 20 miles	Amtrak:	N/A	Restaurant :	On-Site
Courtesy Trans.:	Local area	Free Breakfast:	None	Meeting Cap.:	450
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	145	
Cook County		Tax Rate: 14.9%		CHICAGO	
<i>* As of July 1, 1999, most City of Chicago hotels list their single government rate at \$104.00 plus tax. Additional fees may apply to "Double" rates.</i>					
Allerton Crowne Plaza		(312) 440-1500		Rates:	Single \$Fed. Rate*
701 North Michigan Avenue Chicago, IL 60610		(800) 2-CROWNE (312) 440-1819		Fax	Double \$Fed. Rate
Nearest Airport:	Meigs -- 3 miles	Amtrak:	2 miles	Restaurant :	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.:	250
Fitness Center:	Yes	Pool:	None	Parking:	\$28.00/day
Rates Apply to Local Governments:		Yes	No. of Rooms:	445	
Ambassador West		(312) 787-3700		Rates:	Single \$Fed. Rate*
1300 North State Parkway Chicago, IL 60610		(800) 300-WEST (312) 640-2967		Fax	Double \$Fed. Rate
Nearest Airport:	Meigs -- 5 miles	Amtrak:	2 miles	Restaurant :	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.:	900
Fitness Center:	Yes	Pool:	None	Parking:	\$25.00/day
Rates Apply to Local Governments:		Yes	No. of Rooms:	219	
Best Western Grant Park		(312) 922-2900		Rates:	Single \$Fed. Rate*
1100 South Michigan Avenue Chicago, IL 60605		(800) 472-6875 (312) 922-8812		Fax	Double \$Fed. Rate
Nearest Airport:	Meigs -- 1 mile	Amtrak:	1.5 miles	Restaurant :	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.:	N/A
Fitness Center:	Yes	Pool:	Outdoor	Parking:	\$10.00/day
Rates Apply to Local Governments:		Yes	No. of Rooms:	172	

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Best Western Inn of Chicago		(312) 787-3100	Rates: Single	\$Fed. Rate*
162 East Ohio		(800) 557-2378	Double	\$Fed. Rate
Chicago, IL 60611		(312) 573-3140	Fax	
Nearest Airport:	Meigs -- 3 miles	Amtrak: 1.5 miles	Restaurant	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	Meeting Cap.:	300
Fitness Center:	Yes	Pool: None	Parking:	\$14.00/day
Rates Apply to Local Governments:		Yes	No. of Rooms:	357
Best Western River North		(312) 467-0800	Rates: Single	\$99.00
125 West Ohio		(800) 727-0800	Double	\$99.00
Chicago, IL 60610		(312) 467-1665	Fax	
Nearest Airport:	Meigs -- 3 miles	Amtrak: 1 mile	Restaurant	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	Meeting Cap.:	70
Fitness Center:	Yes	Pool: Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	148
Chicago Hilton & Towers		(312) 922-4400	Rates: Single	\$Fed. Rate*
720 South Michigan Avenue		(800) HILTONS	Double	\$Fed. Rate
Chicago, IL 60605		(312) 922-5240	Fax	
Nearest Airport:	Meigs -- 2 miles	Amtrak: 1 mile	Restaurant	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	Meeting Cap.:	2,450
Fitness Center:	Yes	Pool: Indoor	Parking:	\$21.00/day
Rates Apply to Local Governments:		No	No. of Rooms:	1,543
Claridge Hotel		(312) 787-4980	Rates: Single	\$Fed. Rate*
1244 North Dearborn Parkway		(800) 245-1258	Double	\$Fed. Rate
Chicago, IL 60610		(312) 266-0978	Fax	
Nearest Airport:	Meigs -- 3 miles	Amtrak: 2 miles	Restaurant	On-Site
Courtesy Trans.:	Limited in a.m.	Free Breakfast:	Meeting Cap.:	80

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Fitness	No	Pool:	None	Parking:	\$25.00/day
Center:					
Rates Apply to Local Governments:	Yes	No. of Rooms:	163		
Congress Plaza Hotel					
		(312) 427-3800		Rates: Single	\$Fed. Rate*
520 South Michigan Avenue		(800) 635-1666		Double	\$Fed. Rate
Chicago, IL 60605		(312) 427-7264	Fax		
Nearest Airport:	Meigs -- 2 miles	Amtrak:	1 mile	Restaurant	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	:	
Fitness Center:	Yes	Pool:	None	Meeting Cap.:	1,500
Rates Apply to Local Governments:	Yes	No. of Rooms:	800	Parking:	\$18.00/day
Crowne Plaza -- The Silversmith					
		(312) 372-7696		Rates: Single	\$Fed. Rate*
10 South Wabash Avenue		(800) HOLIDAY		Double	\$Fed. Rate
Chicago, IL 60603		(312) 372-7320	Fax		
Nearest Airport:	Meigs -- 2 miles	Amtrak:	1.5 miles	Restaurant	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	:	
Fitness Center:	Yes	Pool:	None	Meeting Cap.:	150
Rates Apply to Local Governments:	Yes	No. of Rooms:	143	Parking:	\$21.00/day
Days Inn Gold Coast					
		(312) 664-3040		Rates: Single	\$85.00
1816 North Clark Street		(800) DAYS INN		Double	\$95.00
Chicago, IL 60614		(312) 664-3048	Fax		
Nearest Airport:	Meigs -- 6 miles	Amtrak:	2 miles	Restaurant	On-Site
Courtesy Trans.:	Limited Area	Free Breakfast:	Cont'l	:	
Fitness Center:	No	Pool:	None	Meeting Cap.:	15
Rates Apply to Local Governments:	Yes	No. of Rooms:	256	Parking:	\$15.00/day
DoubleTree Guest Suites					
		(312) 664-1100		Rates: Single	\$Fed. Rate*
198 East Delaware Place		(800) 222-TREE		Double	\$Fed. Rate
Chicago, IL 60611		(312) 664-9881	Fax		

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Nearest Airport:	Meigs -- 4 miles	Amtrak:	1 mile	Restaurant On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	: Meeting Cap.: 436
Fitness Center:	Yes	Pool:	Indoor	Parking: \$26.00/day
Rates Apply to Local Governments:		Yes	No. of Rooms: 345	
Essex Inn		(312) 939-2800		Rates: Single \$92.00
800 South Michigan Avenue		(800) 621-6909		Double \$92.00
Chicago, IL 60605		(312) 939-1605	Fax	
Nearest Airport:	Meigs -- 1 mile	Amtrak:	1 mile	Restaurant On-Site
Courtesy Trans.:	Limited area	Free Breakfast:	None	: Meeting Cap.: 150
Fitness Center:	No	Pool:	Outdoor	Parking: \$9.00/day
Rates Apply to Local Governments:		Yes	No. of Rooms: 255	
Executive Plaza Hotel		(312) 346-7100		Rates: Single \$Fed. Rate*
71 East Wacker Drive		(800) 621-4005		Double \$Fed. Rate
Chicago, IL 60601		(312) 346-1721	Fax	
Nearest Airport:	Meigs -- 2 miles	Amtrak:	1 mile	Restaurant On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	: Meeting Cap.: 200
Fitness Center:	Yes	Pool:	None	Parking: \$21.21/day
Rates Apply to Local Governments:		Yes	No. of Rooms: 417	
Fairmont Hotel		(312) 565-8000		Rates: Single \$Fed. Rate*
200 North Columbus		(800) 527-4727		Double \$Fed. Rate
Chicago, IL 60601		(312) 856-1032	Fax	
Nearest Airport:	Meigs -- 3 miles	Amtrak:	1.5 miles	Restaurant On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	: Meeting Cap.: 2,000
Fitness Center:	Yes	Pool:	Indoor	Parking: \$26.00/day
Rates Apply to Local Governments:		No	No. of Rooms: 692	
Hampton Inn & Suites		(312) 832-0330		Rates: Single \$Fed. Rate*
33 West Illinois		(800) HAMPTON		Double \$Fed. Rate

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Chicago, IL 60610		(312) 832-0333	Fax	
Nearest Airport:	Meigs -- 3 miles	Amtrak: 1 mile	Restaurant	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.: 100
Fitness Center:	Yes	Pool: Indoor	Parking:	\$15.00/day
Rates Apply to Local Governments:		No	No. of Rooms: 230	

Holiday Inn & Suites		(312) 957-9100	Rates: Single	\$Fed. Rate*
506 West Harrison Chicago, IL 60607		(800) HOLIDAY (312) 957-0474	Double	\$Fed. Rate
		Fax		
Nearest Airport:	Meigs -- 3 miles	Amtrak: 1 mile	Restaurant	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.: 200
Fitness Center:	Yes	Pool: Outdoor	Parking:	\$17.00/day
Rates Apply to Local Governments:		Yes	No. of Rooms: 145	

Holiday Inn City Centre		(312) 787-6100	Rates: Single	\$Fed. Rate*
300 East Ohio Street Chicago, IL 60611		(800) HOLIDAY (312) 787-6259	Double	\$Fed. Rate
		Fax		
Nearest Airport:	Meigs -- 4 miles	Amtrak: 1 mile	Restaurant	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.: 700
Fitness Center:	Yes	Pool: Indoor	Parking:	\$18.50/day
Rates Apply to Local Governments:		Yes	No. of Rooms: 500	

Holiday Inn Mart Plaza		(312) 836-5000	Rates: Single	\$Fed. Rate*
350 North Orleans Chicago, IL 60654		(800) HOLIDAY (312) 836-0341	Double	\$Fed. Rate
		Fax		
Nearest Airport:	Meigs -- 3 miles	Amtrak: 1.5 miles	Restaurant	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.: 900
Fitness Center:	Yes	Pool: Indoor	Parking:	\$15.00/day

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Rates Apply to Local Governments:		Yes	No. of Rooms: 528		
Homewood Suites		(312) 644-2222		Rates: Single	\$Fed. Rate*
40 East Grand Street Chicago, IL 60611		(800) CALL HOME (312) 644-7777	Fax	Double	\$Fed. Rate
Nearest Airport:	Meigs -- 4 miles	Amtrak: 1 mile		Restaurant	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.:	90
Fitness Center:	Yes	Pool: Indoor		Parking:	\$26.00/day
Rates Apply to Local Governments:		Yes	No. of Rooms: 233		
Hotel Allegro		(312) 236-0123		Rates: Single	\$Fed. Rate*
171 West Randolph Chicago, IL 60601		(800) 643-1500 (312) 236-0917	Fax	Double	\$Fed. Rate
Nearest Airport:	Meigs -- 3 miles	Amtrak: 1 mile		Restaurant	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.:	400
Fitness Center:	Yes	Pool: None		Parking:	\$20.00/day
Rates Apply to Local Governments:		No	No. of Rooms: 483		
Hotel Monaco		(312) 960-8500		Rates: Single	\$Fed. Rate*
225 North Wabash Chicago, IL 60601		(800) 397-7661 (312) 960-1883	Fax	Double	\$Fed. Rate
Nearest Airport:	Meigs -- 3 miles	Amtrak: 1.5 miles		Restaurant	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.:	280
Fitness Center:	Yes	Pool: None		Parking:	\$24.00/day
Rates Apply to Local Governments:		Yes	No. of Rooms: 192		
House of Blues Hotel		(312) 245-0333		Rates: Single	\$Fed. Rate*
333 North Dearborn Street Chicago, IL 60610		(800) 235-6397 (312) 923-2444	Fax	Double	\$Fed. Rate
Nearest Airport:	Meigs -- 3 miles	Amtrak: 1 mile		Restaurant	On-Site

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Courtesy	N/A	Free	None	Meeting Cap.:	100
Trans.:		Breakfast:			
Fitness	Yes	Pool:	None	Parking:	\$25.00/day
Center:					
Rates Apply to Local Governments:		Yes	No. of Rooms:	367	
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Hyatt on Printer's Row		(312) 986-1234		Rates: Single	\$Fed. Rate*
500 South Dearborn Street		(800) 233-1234		Double	\$Fed. Rate
Chicago, IL 60605		(312) 939-2468	Fax		
Nearest Airport:	Meigs -- 1 mile	Amtrak:	0.5 miles	Restaurant:	On-Site
Courtesy	N/A	Free	None	Meeting Cap.:	110
Trans.:		Breakfast:			
Fitness	Yes	Pool:	None	Parking:	\$16.00/day
Center:					
Rates Apply to Local Governments:		No	No. of Rooms:	161	
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Hyatt Regency		(312) 565-1234		Rates: Single	\$Fed. Rate*
151 East Wacker Drive		(800) 233-1234		Double	\$Fed. Rate
Chicago, IL 60601		(312) 565-2966	Fax		
Nearest Airport:	Meigs -- 2 miles	Amtrak:	1.5 miles	Restaurant	On-Site
Courtesy	N/A	Free	None	Meeting Cap.:	3,000
Trans.:		Breakfast:			
Fitness	No	Pool:	None	Parking:	\$26.00/day
Center:					
Rates Apply to Local Governments:		Yes	No. of Rooms:	2,019	
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Hyatt Regency McCormick Place		(312) 567-1234		Rates: Single	\$Fed. Rate*
2233 South Martin Luther King Drive		(800) 233-1234		Double	\$Fed. Rate
Chicago, IL 60616		(312) 528-4000	Fax		
Nearest Airport:	Meigs -- 1 mile	Amtrak:	3 miles	Restaurant	On-Site
Courtesy	N/A	Free	None	Meeting Cap.:	4,968
Trans.:		Breakfast:			
Fitness	Yes	Pool:	Indoor	Parking:	\$18.00/day
Center:					
Rates Apply to Local Governments:		Yes	No. of Rooms:	800	
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Hyatt at University Village		(312) 491-1234		Rates: Single	\$Fed. Rate*
625 South Ashland Avenue		(800) 233-1234		Double	\$Fed. Rate
Chicago, IL 60607		(312) 529-6095	Fax		

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Nearest Airport:	Meigs -- 2 miles	Amtrak:	1.5 miles	Restaurant On-Site
Courtesy Trans.:	Local area	Free Breakfast:	None	: Meeting Cap.: 200
Fitness Center:	Yes	Pool:	None	Parking: \$19.00/day
Rates Apply to Local Governments:	Yes	No. of Rooms:	114	
Lenox Suites		(312) 337-1000	Rates: Single	\$Fed. Rate*
616 North Rush Street Chicago, IL 60611		(800) 44-LENOX (312) 337-7217	Double	\$Fed. Rate
Nearest Airport:	Meigs -- 3 miles	Amtrak:	1.5 miles	Restaurant On-Site
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	: Meeting Cap.: 40
Fitness Center:	Yes	Pool:	None	Parking: \$21.50/day
Rates Apply to Local Governments:	Yes	No. of Rooms:	325	
Midland Hotel		(312) 332-1200	Rates: Single	\$Fed. Rate*
172 West Adams Street Chicago, IL 60603		(800) 621-2360 (312) 332-5909	Double	\$Fed. Rate
Nearest Airport:	Meigs -- 2 miles	Amtrak:	0.5 miles	Restaurant On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	: Meeting Cap.: 550
Fitness Center:	Yes	Pool:	None	Parking: \$17.00/day
Rates Apply to Local Governments:	Yes	No. of Rooms:	390	
Motel 6		(312) 787-3580	Rates: Single	\$79.00
162 East Ontario Street Chicago, IL 60611		(312) 787-1299	Double	\$79.00
Nearest Airport:	Meigs -- 3 miles	Amtrak:	1.5 miles	Restaurant: On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.: 25
Fitness Center:	No	Pool:	None	Parking: \$16.00/day
Rates Apply to Local Governments:	Yes	No. of Rooms:	191	
Omni Ambassador East		(312) 787-7200	Rates: Single	\$Fed. Rate*
1301 North State Parkway		(800) THE-OMNI	Double	\$Fed. Rate

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Chicago, IL 60610		(312) 787-4760	Fax	
Nearest Airport:	Meigs -- 4 miles	Amtrak:	1.5 miles	Restaurant On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	: Meeting Cap.: 120
Fitness Center:	Yes	Pool:	None	Parking: \$22.00/day
Rates Apply to Local Governments:	Yes	No. of Rooms:	285	
Palmer House Hilton		(312) 726-7500		Rates: Single \$Fed. Rate*
17 East Monroe Street		(800) HILTONS		Double \$Fed. Rate
Chicago, IL 60603		(312) 263-2556	Fax	
Nearest Airport:	Meigs -- 2 miles	Amtrak:	1 mile	Restaurant: On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.: 1,500
Fitness Center:	Yes	Pool:	Indoor	Parking: \$23.50/day
Rates Apply to Local Governments:	Yes	No. of Rooms:	1,639	
Quality Inn Downtown		(312) 829-5000		Rates: Single \$Fed. Rate*
1 Mid-City Plaza, Madison at Halsted		(800) 438-7787		Double \$Fed. Rate
Chicago, IL 60661		(312) 829-8151	Fax	
Nearest Airport:	Meigs -- 3 miles	Amtrak:	0.5 miles	Restaurant: On-Site
Courtesy Trans.:	N/A	Free Breakfast:	Full	Meeting Cap.: 400
Fitness Center:	No	Pool:	Outdoor	Parking: \$9.50/day
Rates Apply to Local Governments:	Yes	No. of Rooms:	406	
Note: Hotel is scheduled to be renovated and re-open as a Crowne Plaza by Spring/Summer 2000.				
Radisson Hotel & Suites		(312) 787-2900		Rates: Single \$Fed. Rate*
160 East Huron		(800) 333-3333		Double \$Fed. Rate
Chicago, IL 60611		(312) 787-5158	Fax	
Nearest Airport:	Meigs -- 3 miles	Amtrak:	2 miles	Restaurant On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	: Meeting Cap.: 220
Fitness Center:	Yes	Pool:	Outdoor	Parking: \$26.00/day

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Rates Apply to Local Governments:		No	No. of Rooms: 350
Ramada Inn Lake Shore 4900 South Lake Shore Drive Chicago, IL 60615			
		(773) 288-5800 (800) 237-4933 (773) 288-5745	Rates: Single \$79.00 Double \$79.00 Fax
Nearest Airport:	Meigs -- 4 miles	Amtrak: 7 miles	Restaurant On-Site
Courtesy Trans.:	Limited area	Free Breakfast:	Cont'l Meeting Cap.: 425
Fitness Center:	No	Pool: Outdoor	Parking: Free
Rates Apply to Local Governments:		Yes	No. of Rooms: 184
Raphael 201 East Delaware Place Chicago, IL 60611			
		(312) 943-5000 (800) 821-5343 (312) 943-9483	Rates: Single \$Fed. Rate* Double \$Fed. Rate
Nearest Airport:	Meigs -- 3 miles	Amtrak: 2 miles	Restaurant: On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None Meeting Cap.: 40
Fitness Center:	No	Pool: None	Parking: \$24.00/day
Rates Apply to Local Governments:		Yes	No. of Rooms: 172
Regal Knickerbocker 163 East Walton Chicago, IL 60611			
		(312) 751-8100 (800) 621-8140 (312) 751-9205	Rates: Single \$Fed. Rate* Double \$Fed. Rate Fax
Nearest Airport:	Meigs -- 3 miles	Amtrak: 2 miles	Restaurant: On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None Meeting Cap.: 600
Fitness Center:	No	Pool: None	Parking: \$23.50/day
Rates Apply to Local Governments:		Yes	No. of Rooms: 305
Residence Inn 201 East Walton Place Chicago, IL 60611			
		(312) 943-9800 (800) 331-3131 (312) 943-8579	Rates: Single \$Fed. Rate* Double \$Fed. Rate Fax
Nearest Airport:	Meigs -- 4 miles	Amtrak: 2 miles	Restaurant On-Site

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Courtesy	N/A	Free	Full	Meeting Cap.:	N/A
Trans.:		Breakfast:			
Fitness	Yes	Pool	None	Parking:	\$23.00/day
Center:		:			
Rates Apply to Local Governments:	No	No. of Rooms:	221		
Note: Government Rate will be granted for single nights if available. Availability greatly increases with extended stays of 5 nights or more.					
Sheraton Chicago Hotel & Towers	(312) 329-7000	Rates:	Single	\$Fed. Rate*	
301 East North Water Street Chicago, IL 60611	(800) 325-3535 (312) 464-9140	Fax	Double	\$Fed. Rate	
Nearest Airport:	Meigs -- 3 miles	Amtrak:	1 mile	Restaurant	On-Site
Courtesy	N/A	Free	None	Meeting Cap.:	4,600
Trans.:		Breakfast:			
Fitness	Yes	Pool:	Indoor	Parking:	\$18.00/day
Center:					
Rates Apply to Local Governments:	Yes	No. of Rooms:	1,204		
Summerfield Suites	(312) 787-6000	Rates:	Single	\$Fed. Rate*	
166 East Superior Chicago, IL 60611	(800) 833-4353 (312) 787-4331	Fax	Double	\$Fed. Rate	
Nearest Airport:	Meigs -- 4 miles	Amtrak:	3 miles	Restaurant	Adjacent
Courtesy	N/A	Free	Full	Meeting Cap.:	45
Trans.:		Breakfast:			
Fitness	Yes	Pool:	Outdoor	Parking:	\$20.00/day
Center:					
Rates Apply to Local Governments:	Yes	No. of Rooms:	120		
Swissotel	(312) 565-0565	Rates:	Single	\$Fed. Rate*	
323 East Wacker Drive Chicago, IL 60601	(800) 65-GRAND (312) 565-0540	Fax	Double	\$Fed. Rate	
Nearest Airport:	Meigs -- 2 miles	Amtrak:	1.5 miles	Restaurant	On-Site
Courtesy	N/A	Free	None	Meeting Cap.:	500
Trans.:		Breakfast:			
Fitness	Yes	Pool:	Indoor	Parking:	\$26.00/day
Center:					
Rates Apply to Local Governments:	No	No. of Rooms:	632		
Talbott	(312) 944-4970	Rates:	Single	\$Fed. Rate*	

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20 East Delaware Place Chicago, IL 60611		(800) TALBOTT (312) 944-7241	Fax	Double	\$Fed. Rate
Nearest Airport:	Meigs -- 3 miles	Amtrak:	2 miles	Restaurant	Nearby
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	100
Fitness Center:	No	Pool:	None	Parking:	\$18.50/day
Rates Apply to Local Governments:	Yes	No. of Rooms	146		
Tremont		(312) 751-1900		Rates: Single	\$Fed. Rate*
100 East Chestnut Chicago, IL 60611		(800) 621-8133 (312) 280-1304	Fax	Double	\$Fed. Rate
Nearest Airport:	Meigs -- 3 miles	Amtrak:	1.5 miles	Restaurant	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.:	150
Fitness Center:	Yes	Pool	None	Parking:	\$24.00/day
Rates Apply to Local Governments:	Yes	No. of Rooms:	130		
W Chicago Lakeshore		(312) 943-9200		Rates: Single	\$Fed. Rate*
644 North Lake Shore Drive Chicago, IL 60611		(800) 329-4667 (312) 255-4411	Fax	Double	\$Fed. Rate
Nearest Airport:	Meigs -- 3 miles	Amtrak:	2 miles	Restaurant	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.:	300
Fitness Center:	Yes	Pool:	Outdoor	Parking:	\$21.50/day
Rates Apply to Local Governments:	Yes	No. of Rooms:	578		
Note: Currently operating as the Days Inn Lake Shore Drive. Will close on December 5, 1999 for renovation. Will re-open in May 2000 as W Chicago Lakeshore.					
Westin Michigan Avenue		(312) 943-7200		Rates: Single	\$Fed. Rate*
909 North Michigan Avenue Chicago, IL 60611		(800) WESTIN 1 (312) 943-9347	Fax	Double	\$Fed. Rate
Nearest Airport:	Meigs -- 4 miles	Amtrak:	1.5 miles	Restaurant	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.:	1,500

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Fitness	Yes	Pool	None	Parking:	\$26.50/day
Center:		:			
Rates Apply to Local Governments:	Yes	No. of Rooms:	751		
Wyndham Chicago		(312) 573-0300		Rates:	Single \$Fed. Rate*
633 St. Clair		(800) WYNDHAM			Double \$Fed. Rate
Chicago, IL 60611		(312) 346-0974	Fax		
Nearest Airport:	Meigs -- 4 miles	Amtrak:	1 mile	Restaurant	On-Site
Courtesy	N/A	Free	None	Meeting Cap.:	600
Trans.:		Breakfast:			
Fitness	Yes	Pool:	Indoor	Parking:	\$26.00/day
Center:					
Rates Apply to Local Governments:	Yes	No. of Rooms:	417		

DuPage County		Tax Rate: 9.5%		DOWNERS GROVE	
Comfort Inn		(630) 515-1500		Rates:	Single \$65.00
3010 Finley Road		(800) 228-5150			Double \$65.00
Downers Grove, IL 60515		(630) 515-1595	Fax		
Nearest Airport:	O'Hare -- 15 miles	Amtrak:	N/A	Restaurant	Adjacent
Courtesy	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	40
Trans.:					
Fitness	Yes	Pool:	Outdoor	Parking:	Free
Center:					
Rates Apply to Local Governments:	Yes	No. of Rooms:	121		
Kane County		Tax Rate: 10%		ELGIN	
Baymont Inn		(847) 931-4800		Rates:	Single \$60.00
500 Toll Gate Road		(800) 301-0200			Double \$60.00
Elgin, IL 60123		(847) 931-4894	Fax		
Nearest Airport:	O'Hare -- 25 miles	Amtrak:	N/A	Restaurant	Nearby
Courtesy	N/A	Free Breakfast:	None	Meeting Cap.:	15
Trans.:					
Fitness	No	Pool:	None	Parking:	Free
Center:					
Rates Apply to Local Governments:	Yes	No. of Rooms:	80		
Elgin Plaza Hotel		(847) 695-5000		Rates:	Single \$65.00
345 West River Road		(847) 695-6556	Fax		Double \$75.00
Elgin, IL 60123					
Nearest Airport:	O'Hare -- 25 miles	Amtrak:	N/A	Restaurant:	On-Site

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Courtesy	N/A	Free Breakfast:	None	Meeting Cap.:	500
Trans.:					
Fitness	Yes	Pool:	Indoor	Parking:	Free
Center:					
Rates Apply to Local Governments:	Yes	No. of Rooms:	203		
Cook County		Tax Rate: 11%		ELK GROVE VILLAGE	
LaQuinta Inn		(847) 439-6767		Rates:	Single \$75.00
1900 East Oakton		(800) 687-6667			Double \$75.00
Elk Grove Village, IL 60007		(847) 439-5464	Fax		
Nearest Airport:	O'Hare -- 9 miles	Amtrak:	N/A	Restaurant:	Adjacent
Courtesy	O'Hare	Free Breakfast:	Cont'l	Meeting Cap.:	40
Trans.:					
Fitness	No	Pool:	Outdoor	Parking:	Free
Center:					
Rates Apply to Local Governments:	Yes	No. of Rooms:	140		
DuPage County		Tax Rate: 10%		ELMHURST	
Holiday Inn		(630) 279-1100		Rates:	Single \$79.00
624 North York Road		(800) HOLIDAY			Double \$79.00
Elmhurst, IL 60126		(630) 279-4038	Fax		
Nearest Airport:	O'Hare -- 10 miles	Amtrak:	N/A	Restaurant:	On-Site
Courtesy	O'Hare	Free Breakfast:	None	Meeting Cap.:	200
Trans.:					
Fitness	Yes	Pool:	Indoor	Parking:	Free
Center:					
Rates Apply to Local Governments:	Yes	No. of Rooms:	237		
Cook County		Tax Rate: 11%		EVANSTON	
Holiday Inn		(847) 491-6400		Rates:	Single \$92.00
1501 Sherman Avenue		(800) HOLIDAY			Double \$92.00
Evanston, IL 60201		(847) 328-3090	Fax		
Nearest Airport:	O'Hare -- 14 miles	Amtrak:	N/A	Restaurant:	On-Site
Courtesy	N/A	Free Breakfast:	None	Meeting Cap.:	600
Trans.:					
Fitness	Yes	Pool:	Outdoor	Parking:	Free
Center:					
Rates Apply to Local Governments:	No	No. of Rooms:	159		
DuPage County		Tax Rate: 11%		GLEN ELLYN	
Holiday Inn		(630) 629-6000		Rates:	Single \$79.00
1250 Roosevelt Road		(800) HOLIDAY			Double \$79.00

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Glen Ellyn, IL 60137		(630) 629-0025	Fax		
Nearest Airport:	O'Hare -- 20 miles	Amtrak:	N/A	Restaurant	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.:	550
Fitness Center:	Yes	Pool:	Outdoor	Parking:	Free
Rates Apply to Local Governments:		No	No. of Rooms:	120	
Cook County		Tax Rate: 11%		GLENVIEW	
Baymont Inn		(847) 635-8300		Rates:	Single \$62.95
1625 Milwaukee Avenue		(800) 301-0200			Double \$62.95
Glenview, IL 60025		(847) 635-8166	Fax		
Nearest Airport:	O'Hare -- 8 miles	Amtrak:	5 miles	Restaurant	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	15
Fitness Center:	Yes	Pool:	None	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	142	
Fairfield Inn		(847) 299-1600		Rates:	Single \$59.00
4514 West Lake Avenue		(800) 228-2800			Double \$59.00
Glenview, IL 60025		(847) 803-9943	Fax		
Nearest Airport:	O'Hare -- 10 miles	Amtrak:	5 miles	Restaurant	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	N/A
Fitness Center:	No	Pool:	Outdoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	138	
Lake County		Tax Rate: 11%		GURNEE	
Baymont Inn		(847) 662-7600		Rates:	Single \$59.95
5688 North Ridge Road		(800) 301-0200			Double \$59.95
Gurnee, IL 60031		(847) 662-5300	Fax		
Nearest Airport:	O'Hare -- 30 miles	Amtrak:	N/A	Restaurant	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	N/A
Fitness Center:	No	Pool:	None	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	102	
Holiday Inn		(847) 336-6300		Rates:	Single \$79.00

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6161 West Grand Avenue Gurnee, IL 60031		(800) HOLIDAY (847) 336-6303	Fax	Double	\$79.00
Nearest Airport:	O'Hare -- 30 miles	Amtrak:	N/A	Restaurant :	On-Site
Courtesy Trans.:	Local area	Free Breakfast:	None	Meeting Cap.:	400
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		No	No. of Rooms:	224	
McHenry County		Tax Rate: 9.25%		HARVARD	
AmeriHost Inn		(815) 943-0700		Rates: Single	\$55.00
1701 South Division Street		(800) 434-5800		Double	\$62.00
Harvard, IL 60033		(815) 943-0707	Fax		
Nearest Airport:	N/A	Amtrak:	N/A	Restaurant :	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	25
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	60	
Cook County		Tax Rate: 12%		HARVEY	
Ramada Inn -- Chicago South		(708) 596-1500		Rates: Single	\$65.00
17040 South Halsted		(800) 2-RAMADA		Double	\$65.00
Harvey, IL 60426		(708) 333-6239	Fax		
Nearest Airport:	Midway -- 17 miles	Amtrak:	5 miles	Restaurant :	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	800
Fitness Center:	Yes	Pool:	Indoor/Outdoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	316	
Cook County		Tax Rate: 10%		HOFFMAN ESTATES	
Baymont Inn		(847) 882-8848		Rates: Single	\$51.95
2075 Barrington Road		(800) 301-0200		Double	\$51.95
Hoffman Estates, IL 60195		(847) 882-9145	Fax		
Nearest Airport:	O'Hare -- 14 miles	Amtrak:	N/A	Restaurant :	Adjacent
Courtesy Trans.:	Local area	Free Breakfast:	Cont'l	Meeting Cap.:	15
Fitness Center:	No	Pool:	None	Parking:	Free

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Rates Apply to Local Governments:		Yes	No. of Rooms: 103		
LaQuinta Inn		(847) 882-3312		Rates:	Single \$75.00
2280 Barrington Road		(800) 531-5900			Double \$75.00
Hoffman Estates, IL 60195		(847) 882-5960	Fax		
Nearest Airport:	O'Hare -- 14 miles	Amtrak:	N/A	Restaurant:	Adjacent
Courtesy Trans.:	Local area	Free Breakfast:	Cont'l	Meeting Cap.:	60
Fitness Center:	Yes	Pool:	Outdoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms: 130		
Red Roof Inn		(847) 885-7877		Rates:	Single \$57.99
2500 Hassell Road		(800) THE ROOF			Double \$64.99
Hoffman Estates, IL 60195		(847) 885-8616	Fax		
Nearest Airport:	O'Hare -- 15 miles	Amtrak:	N/A	Restaurant:	Nearby
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.:	18
Fitness Center:	No	Pool:	None	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms: 118		
DuPage County		Tax Rate: 11%		ITASCA	
Nordic Hills Resort		(630) 773-2750		Rates:	Single \$79.00
Nordic Road		(800) 334-3417			Double \$79.00
Itasca, IL 60143		(630) 773-3667	Fax		
Nearest Airport:	O'Hare -- 12 miles	Amtrak:	2 miles	Restaurant:	On-Site
Courtesy Trans.:	Limited area	Free Breakfast:	None	Meeting Cap.:	500
Fitness Center:	Yes	Pool:	Indoor/Outdoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms: 228		
Will County		Tax Rate: 13%		JOLIET	
Comfort Inn North		(815) 436-5141		Rates:	Single \$54.95
3235 Norman Avenue		(800) 228-5150			Double \$59.95
Joliet, IL 60435		(815) 436-5141	Fax		
Nearest Airport:	Midway -- 30 miles	Amtrak:	5 miles	Restaurant:	Nearby
Courtesy Trans.:	Local area	Free Breakfast:	Cont'l	Meeting Cap.:	N/A

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Fitness	No	Pool:	Indoor	Parking:	Free
Center:					
Rates Apply to Local Governments:	No	No. of Rooms:	64		
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Comfort Inn South		(815) 744-1770		Rates:	Single \$49.95
135 South Larkin Avenue		(800) 228-5150			Double \$54.95
Joliet, IL 60436		(815) 744-1770	Fax		
Nearest Airport:	Midway -- 35 miles	Amtrak:	3 miles	Restaurant :	Nearby
Courtesy Trans.:	Local area	Free Breakfast:	Cont'l	Meeting Cap.:	N/A
Fitness Center:	No	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:	No	No. of Rooms:	67		
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Fairfield Inn North		(815) 436-6577		Rates:	Single \$52.00
3239 Norman Avenue		(800) 228-2800			Double \$52.00
Joliet, IL 60435		(815) 436-6577	Fax		
Nearest Airport:	Midway -- 30 miles	Amtrak:	5 miles	Restaurant :	Nearby
Courtesy Trans.:	Local area	Free Breakfast:	Cont'l	Meeting Cap.:	16
Fitness Center:	No	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	63		
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Fairfield Inn South		(815) 741-3499		Rates:	Single \$54.95
1501 Riverboat Center		(800) 228-2800			Double \$64.95
Joliet, IL 60431		(815) 741-3499	Fax		
Nearest Airport:	Midway -- 40 miles	Amtrak:	5 miles	Restaurant:	Adjacent
Courtesy Trans.:	Local area	Free Breakfast:	Cont'l	Meeting Cap.:	40
Fitness Center:	No	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:	No	No. of Rooms:	64		
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Holiday Inn Express		(815) 729-2000		Rates:	Single \$55.00
411 South Larkin Avenue		(800) HOLIDAY			Double \$55.00
Joliet, IL 60436		(815) 729-4231	Fax		
Nearest Airport:	Midway -- 36 miles	Amtrak:	3 miles	Restaurant :	Nearby
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	280

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Fitness	Yes	Pool: Outdoor	Parking: Free
Center:			
Rates Apply to Local Governments:	Yes	No. of Rooms: 200	
Red Roof Inn		(815) 741-2304	Rates: Single \$49.99
1750 McDonough Street		(800) THE ROOF	Double \$51.99
Joliet, IL 60436		(815) 741-2304 Fax	
Nearest Airport:	Midway -- 36 miles	Amtrak: 3 miles	Restaurant Adjacent
Courtesy	N/A	Free	None
Trans.:		Breakfast:	Meeting Cap.: N/A
Fitness	No	Pool: None	Parking: Free
Center:			
Rates Apply to Local Governments:	Yes	No. of Rooms: 108	
Cook County		Tax Rate: 6%	LINCOLNWOOD
Radisson		(847) 677-1234	Rates: Single \$80.00
4500 West Touhy Avenue		(800) 333-3333	Double \$80.00
Lincolnwood, IL 60646		(847) 677-0234 Fax	
Nearest Airport:	O'Hare -- 8 miles	Amtrak: N/A	Restaurant On-Site
Courtesy	N/A	Free	None
Trans.:		Breakfast:	Meeting Cap.: 800
Fitness	Yes	Pool: Indoor/Outdoor	Parking: Free
Center:			
Rates Apply to Local Governments:	Yes	No. of Rooms: 293	
DuPage County		Tax Rate: 9%	LISLE
Hilton Lisle/Naperville		(630) 505-0900	Rates: Single \$80.00
3003 Corporate West Drive		(800) HILTONS	Double \$100.00
Lisle, IL 60532		(630) 245-7647 Fax	
Nearest Airport:	O'Hare -- 19 miles	Amtrak: 3 miles	Restaurant On-Site
Courtesy	Limited area	Free	None
Trans.:		Breakfast:	Meeting Cap.: 700
Fitness	Yes	Pool: Indoor	Parking: Free
Center:			
Rates Apply to Local Governments:	Yes	No. of Rooms: 309	
DuPage County		Tax Rate: 11%	LOMBARD
Hampton Inn		(630) 916-9000	Rates: Single \$79.00
222 East 22nd Street		(800) HAMPTON	Double \$79.00
Lombard, IL 60148		(630) 916-8016 Fax	

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Nearest Airport:	O'Hare -- 16 miles	Amtrak:	5 miles	Restaurant	Adjacent
Courtesy Trans.:	Limited area	Free Breakfast:	Cont'l	Meeting Cap.:	30
Fitness Center:	Yes	Pool:	None	Parking:	Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	128		
Cook County		Tax Rate: 8%		MATTESON	
Baymont Inn		(708) 503-0999		Rates: Single	\$51.95
5210 Southwick Drive		(800) 301-0200		Double	\$51.95
Matteson, IL 60443		(708) 503-0444	Fax		
Nearest Airport:	Midway -- 20 miles	Amtrak:	N/A	Restaurant:	Nearby
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	N/A
Fitness Center:	No	Pool:	None	Parking:	Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	111		
Holiday Inn		(708) 747-3500		Rates: Single	\$89.00
500 Holiday Plaza Drive		(800) HOLIDAY		Double	\$89.00
Matteson, IL 60443		(708) 747-8495	Fax		
Nearest Airport:	Midway -- 20 miles	Amtrak:	N/A	Restaurant	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.:	1,000
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	204		
Lake County		Tax Rate: 6%		MUNDELEIN	
Holiday Inn		(847) 949-5100		Rates: Single	\$79.00
Routes 45 & 83		(800) HOLIDAY		Double	\$79.00
Mundelein, IL 60060		(847) 949-0117	Fax		
Nearest Airport:	O'Hare -- 24 miles	Amtrak:	N/A	Restaurant:	On-Site
Courtesy Trans.:	Limited area	Free Breakfast:	No	Meeting Cap.:	900
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	180		
DuPage County		Tax Rate: 9.6%		NAPERVILLE	
Holiday Inn Select		(630) 505-4900		Rates: Single	\$79.00

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1801 Naper Boulevard Naperville, IL 60563	(800) HOLIDAY (630) 505- 8239	Fax	Double	\$79.00
Nearest Airport:	O'Hare -- 22 miles	Amtrak: N/A	Restaurant: On-Site	
Courtesy	N/A	Free	None	Meeting Cap.: 900
Trans.:		Breakfast:		
Fitness	Yes	Pool: Indoor	Parking: Free	
Center:				
Rates Apply to Local Governments:	Yes	No. of Rooms: 299		

Cook County	Tax Rate: 9%		NORTHBROOK	
Radisson Hotel and Conf. Center 2875 North Milwaukee Avenue Northbrook, IL 60062	(847) 298-2525 (800) 333-3333 (847) 298- 4615	Fax	Rates: Single Double	\$99.00 \$109.00
Nearest Airport:	O'Hare -- 15 miles	Amtrak: 7 miles	Restaurant On-Site :	
Courtesy	O'Hare & Local	Free	Full	Meeting Cap.: 400
Trans.:		Breakfast:		
Fitness	Yes	Pool: Outdoor	Parking: Free	
Center:				
Rates Apply to Local Governments:	Yes	No. of Rooms: 310		
Sheraton North Shore 933 Skokie Boulevard Northbrook, IL 60062	(847) 498-6500 (800) 325-3535 (847) 498- 9558	Fax	Rates: Single Double	\$96.00 \$96.00
Nearest Airport:	O'Hare -- 17 miles	Amtrak: N/A	Restaurant On-Site :	
Courtesy	Local area	Free	None	Meeting Cap.: 500
Trans.:		Breakfast:		
Fitness	Yes	Pool: Indoor	Parking: Free	
Center:				
Rates Apply to Local Governments:	Yes	No. of Rooms: 386		
DuPage County	Tax Rate: 7%		OAK BROOK	
Hyatt Regency 1909 Spring Road Oak Brook, IL 60521	(630) 573-1234 (800) 233-1234 (630) 573- 1133	Fax	Rates: Single Double	\$80.00 \$104.00
Nearest Airport:	O'Hare -- 11 miles	Amtrak: 5 miles	Restaurant: On-Site	
Courtesy	Limited area	Free	No	Meeting Cap.: 1,015
Trans.:		Breakfast:		
Fitness	Yes	Pool: Indoor	Parking: Free	
Center:				

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Rates Apply to Local Governments:		Yes	No. of Rooms: 423	
DuPage County		Tax Rate: 9%		OAKBROOK TERRACE
Comfort Suites		(630) 916-1000	Rates: Single	\$75.00
17W445 Roosevelt Road		(800) 228-5150	Double	\$85.00
Oakbrook Terrace, IL 60181		(630) 916-1068	Fax	
Nearest Airport:	O'Hare -- 13 miles	Amtrak: 2 miles	Restaurant	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Meeting Cap.:	60
Fitness Center:	Yes	Pool: Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms: 104	
LaQuinta Inn		(630) 495-4600	Rates: Single	\$75.00
1S666 Midwest Drive		(800) 531-5900	Double	\$75.00
Oakbrook Terrace, IL 60181		(630) 495-2558	Fax	
Nearest Airport:	O'Hare -- 13 miles	Amtrak: N/A	Restaurant	Nearby
Courtesy Trans.:	Limited area	Free Breakfast:	Meeting Cap.:	60
Fitness Center:	No	Pool: Outdoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms: 154	
Cook County		Tax Rate: 10%		OAK LAWN
Hilton Oak Lawn		(708) 425-7800	Rates: Single	\$100.00
9333 South Cicero		(800) HILTONS	Double	\$100.00
Oak Lawn, IL 60453		(708) 425-8111	Fax	
Nearest Airport:	Midway -- 4 miles	Amtrak: N/A	Restaurant	On-Site
Courtesy Trans.:	Midway and Local	Free Breakfast:	Meeting Cap.:	700
Fitness Center:	Yes	Pool: Indoor	Parking:	Free
Rates Apply to Local Governments:		No	No. of Rooms: 180	
Holiday Inn		(708) 425-7900	Rates: Single	\$84.00
4140 West 95th Street		(800) 3-OAK LAWN	Double	\$84.00
Oak Lawn, IL 60453		(708) 425-7918	Fax	
Nearest Airport:	Midway -- 4 miles	Amtrak: N/A	Restaurant	On-Site
Courtesy Trans.:	Midway and Local	Free Breakfast:	Meeting Cap.:	400

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Fitness	Yes	Pool:	Outdoor	Parking:	Free
Center:					
Rates Apply to Local Governments:	No	No. of Rooms:	140		
Cook County		Tax Rate: 10%		OAK PARK	
Carleton of Oak Park		(708) 848-5000		Rates:	Single \$95.00
1110 Pleasant Street		(888) CARLETON			Double \$95.00
Oak Park, IL 60302		(708) 848-0537	Fax		
Nearest Airport:	O'Hare -- 10 miles	Amtrak:	N/A	Restaurant:	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.:	100
Fitness Center:	No	Pool:	None	Parking:	Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	112		
Cook County		Tax Rate: 10%		PALATINE	
Holiday Inn Express		(847) 934-4900		Rates:	Single \$79.00
1550 East Dundee Road		(800) HOLIDAY			Double \$79.00
Palatine, IL 60067		(847) 934-6079	Fax		
Nearest Airport:	O'Hare -- 13 miles	Amtrak:	N/A	Restaurant:	Nearby
Courtesy Trans.:	Limited area	Free Breakfast:	Cont'l	Meeting Cap.:	300
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	183		
Cook County		Tax Rate: 10%		ROLLING MEADOWS	
Holiday Inn		(847) 259-5000		Rates:	Single \$95.00
3405 Algonquin Road		(800) HOLIDAY			Double \$95.00
Rolling Meadows, IL 60008		(847) 259-6795	Fax		
Nearest Airport:	O'Hare -- 9 miles	Amtrak:	N/A	Restaurant:	On-Site
Courtesy Trans.:	O'Hare and Local	Free Breakfast:	None	Meeting Cap.:	375
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	422		
Cook County		Tax Rate: 10%		SCHAUMBURG	
Drury Inn		(847) 517-7737		Rates:	Single \$76.99
600 North Martingale Road		(800) 325-8300			Double \$86.99
Schaumburg, IL 60173		(847) 517-7737	Fax		

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Nearest Airport:	O'Hare -- 10 miles	Amtrak:	N/A	Restaurant	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	70
Fitness Center:	No	Pool:	Outdoor	Parking:	Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	125		
Holiday Inn		(847) 310-0500		Rates:	Single \$99.95
1550 North Roselle Road		(800) HOLIDAY			Double \$99.95
Schaumburg, IL 60195		(847) 310-0579	Fax		
Nearest Airport:	O'Hare -- 10 miles	Amtrak:	N/A	Restaurant	On-Site
Courtesy Trans.:	Limited area	Free Breakfast:	None	Meeting Cap.:	70
Fitness Center:	No	Pool:	Outdoor	Parking:	Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	142		

LaQuinta Inn		(847) 517-8484		Rates:	Single \$75.00
1730 East Higgins Road		(800) 531-5900			Double \$75.00
Schaumburg, IL 60173		(847) 517-4477	Fax		
Nearest Airport:	O'Hare -- 10 miles	Amtrak:	N/A	Restaurant:	Adjacent
Courtesy Trans.:	Limited area	Free Breakfast:	Cont'l	Meeting Cap.:	40
Fitness Center:	No	Pool:	Outdoor	Parking:	Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	130		

Cook County		Tax Rate: 9%		TINLEY PARK	
Fairfield Inn		(708) 633-1050		Rates:	Single \$59.00
18511 North Creek Drive		(800) 228-2800			Double \$64.00
Tinley Park, IL 60477		(708) 633-1050	Fax		
Nearest Airport:	Midway -- 20 miles	Amtrak:	3 miles	Restaurant	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	40
Fitness Center:	No	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	64		

Hampton Inn		(708) 633-0602		Rates:	Single \$60.00
18501 North Creek Drive		(800) HAMPTON			Double \$65.00
Tinley Park, IL 60477		(708) 633-0602	Fax		

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Nearest Airport:	Midway -- 20 miles	Amtrak:	3 miles	Restaurant	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	N/A
Fitness Center:	No	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	64		
DuPage County		Tax Rate: 7%		WILLOWBROOK	
Baymont Inn		(630) 654-0077		Rates:	Single \$49.95
855 79th Street		(800) 301-0200			Double \$56.95
Willowbrook, IL 60521		(630) 654-0181	Fax		
Nearest Airport:	Midway -- 10 miles	Amtrak:	4 miles	Restaurant	Nearby
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	8
Fitness Center:	Yes	Pool:	None	Parking:	Free
Rates Apply to Local Governments:	No	No. of Rooms:	130		
Holiday Inn		(630) 325-6400		Rates:	Single \$79.00
7800 South Kingery Highway		(800) HOLIDAY			Double \$79.00
Willowbrook, IL 60521		(630) 325-2362	Fax		
Nearest Airport:	Midway -- 15 miles	Amtrak:	2 miles	Restaurant:	On-Site
Courtesy Trans.:	Midway/Amtrak	Free Breakfast:	None	Meeting Cap.:	700
Fitness Center:	Yes	Pool:	Outdoor	Parking:	Free
Rates Apply to Local Governments:	No	No. of Rooms:	220		

CHICAGO METRO

CHICAGO AREA AIRPORTS

CHICAGO MIDWAY AIRPORT

Cook County		Tax Rate: 16.5%		BEDFORD PARK	
Courtyard Marriott		(708) 563-0200		Rates:	Single \$89.00
6610 South Cicero Avenue		(800) 321-2211			Double \$89.00
Bedford Park, IL 60638		(708) 728-2841	Fax		
Nearest Airport:	Midway -- 1/2 mile	Amtrak:	N/A	Restaurant	On-Site
Courtesy Trans.:	Midway	Free Breakfast:	None	Meeting Cap.:	50

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Fitness	Yes	Pool: Indoor	Parking: Free
Center:			
Rates Apply to Local Governments:	No	No. of Rooms: 174	
Fairfield Inn			
6630 South Cicero Avenue	(708) 594-0090	Rates: Single	\$89.00
Bedford Park, IL 60638	(800) 228-2800	Double	\$89.00
	(708) 728-2842	Fax	
Nearest Airport:	Midway -- 1/2 mile	Amtrak: N/A	Restaurant Adjacent
Courtesy Trans.:	Midway	Free Breakfast:	Cont'l Meeting Cap.: 12
Fitness	Yes	Pool: Indoor	Parking: Free
Center:			
Rates Apply to Local Governments:	No	No. of Rooms: 113	
Hampton Inn			
6540 South Cicero Avenue	(708) 496-1900	Rates: Single	\$89.00
Bedford Park, IL 60638	(800) HAMPTON	Double	\$89.00
	(708) 496-1997	Fax	
Nearest Airport:	Midway -- 1/2 mile	Amtrak: N/A	Restaurant Adjacent
Courtesy Trans.:	Midway	Free Breakfast:	Cont'l Meeting Cap.: 60
Fitness	Yes	Pool: None	Parking: Free
Center:			
Rates Apply to Local Governments:	No	No. of Rooms: 167	
Holiday Inn Express & Suites			
6500 South Cicero Avenue	(708) 458-0202	Rates: Single	\$89.00
Bedford Park, IL 60638	(800) HOLIDAY	Double	\$89.00
	(708) 458-0994	Fax	
Nearest Airport:	Midway -- 1/2 mile	Amtrak: N/A	Restaurant Adjacent
Courtesy Trans.:	Midway	Free Breakfast:	Cont'l Meeting Cap.: 12
Fitness	Yes	Pool: Indoor	Parking: Free
Center:			
Rates Apply to Local Governments:	No	No. of Rooms: 104	
Sleep Inn			
6650 South Cicero Avenue	(708) 594-0001	Rates: Single	\$89.00
Bedford Park, IL 66038	(800) 62-SLEEP	Double	\$89.00
	(708) 594-0058	Fax	
Nearest Airport:	Midway -- 1/2 mile	Amtrak: N/A	Restaurant Adjacent
Courtesy Trans.:	Midway	Free Breakfast:	Cont'l Meeting Cap.: 45

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Fitness	Yes	Pool:	None	Parking:	Free
Center:					
Rates Apply to Local Governments:		No	No. of Rooms:	120	

CHICAGO O'HARE INTERNATIONAL AIRPORT

Cook County		Tax Rate: 10%		DES PLAINES	
* As of July 1, 1999, most hotels in the O'Hare area list their single government rate at \$104.00 plus tax. Additional fees may apply to "Double" rates.					
Club Hotel by Doubletree		(847) 296-8866		Rates: Single	\$Fed. Rate*
1450 East Touhy Avenue Des Plaines, IL 60018		(800) 444-CLUB (847) 296-8268 Fax		Double	\$Fed. Rate
Nearest Airport:	O'Hare -- 3 miles	Amtrak:	N/A	Restaurant :	On-Site
Courtesy Trans.:	O'Hare	Free Breakfast:	None	Meeting Cap.:	120
Fitness Center:	Yes	Pool:	Outdoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	246	
Travelodge		(847) 296-5541		Rates: Single	\$60.00
3003 Mannheim Road Des Plaines, IL 60018		(800) 578-7878 (847) 803-1984 Fax		Double	\$70.00
Nearest Airport:	O'Hare -- 1 mile	Amtrak:	N/A	Restaurant :	Nearby
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.:	45
Fitness Center:	No	Pool:	Outdoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	94	
Cook County		Tax Rate: 12.5%		ROSEMONT	
Holiday Inn O'Hare International		(847) 671-6350		Rates: Single	\$Fed. Rate*
5440 North River Road Rosemont, IL 60018		(800) HOLIDAY (847) 671-1378 Fax		Double	\$Fed. Rate
Nearest Airport:	O'Hare -- 1.5 miles	Amtrak:	N/A	Restaurant :	On-Site
Courtesy Trans.:	O'Hare	Free Breakfast:	None	Meeting Cap.:	3,000
Fitness Center:	Yes	Pool:	Indoor/Outdoor	Parking:	\$9.00/day
Rates Apply to Local Governments:		Yes	No. of Rooms:	507	
Radisson		(847) 297-8464		Rates: Single	\$Fed. Rate*

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6810 North Mannheim Road Rosemont, IL 60018	(800) 333-3333 (847) 297-5287	Double	\$Fed. Rate
Nearest Airport: O'Hare -- 2.5 miles	Amtrak: N/A	Restaurant: On-Site	
Courtesy Trans.: O'Hare	Free Breakfast:	None	Meeting Cap.: 950
Fitness Center: Yes	Pool: Indoor/Outdoor	Parking: \$10.00/day	
Rates Apply to Local Governments:	Yes	No. of Rooms: 475	
Ramada Plaza Hotel O'Hare	(847) 827-5131	Rates: Single	\$Fed. Rate*
6600 North Mannheim Road Rosemont, IL 60018	(800) 2-RAMADA (847) 827-5659	Double	\$Fed. Rate
Nearest Airport: O'Hare -- 2 miles	Amtrak: N/A	Restaurant: On-Site	
Courtesy Trans.: O'Hare	Free Breakfast:	None	Meeting Cap.: 1,200
Fitness Center: Yes	Pool: Indoor/Outdoor	Parking: \$7.00/day	
Rates Apply to Local Governments:	Yes	No. of Rooms: 723	
Rosemont Suites	(847) 678-4000	Rates: Single	\$Fed. Rate*
5500 North River Road Rosemont, IL 60018	(800) 4-ROSEMONT (847) 928-7659	Double	\$Fed. Rate
Nearest Airport: O'Hare -- 1.5 miles	Amtrak: N/A	Restaurant: On-Site	
Courtesy Trans.: O'Hare	Free Breakfast:	Full	Meeting Cap.: 725
Fitness Center: Yes	Pool: Indoor	Parking: Free	
Rates Apply to Local Governments:	No	No. of Rooms: 296	

DOWNSTATE ILLINOIS

Madison County	Tax Rate: 9%	ALTON
Comfort Inn	(618) 465-9999	Rates: Single \$48.00
11 Crossroads Court Alton, IL 62002	(800) 228-5150 (618) 465-0555	Double \$53.00
Nearest Airport: St. Louis -- 20 miles	Amtrak: 0.5 miles	Restaurant: Adjacent
Courtesy Trans.: N/A	Free Breakfast:	Cont'l Meeting Cap.: N/A

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Fitness	Yes	Pool: Indoor	Parking: Free
Center:			
Rates Apply to Local Governments:	Yes	No. of Rooms: 62	
Holiday Inn		(618) 462-1220	Rates: Single \$59.00
3800 Homer Adams Parkway		(800) HOLIDAY	Double \$69.00
Alton, IL 62002		(618) 462-0906 Fax	
Nearest Airport:	St. Louis -- 20 miles	Amtrak: 0.5 miles	Restaurant On-Site
Courtesy Trans.:	St. Louis Airport	Free Breakfast:	: Meeting Cap.: 600
Fitness	Yes	Pool: Indoor	Parking: Free
Center:			
Rates Apply to Local Governments:	Yes	No. of Rooms: 137	
(See also STATE PARKS/LODGES, Pere Marquette Lodge)			
McLean County	Tax Rate: 7%	BLOOMINGTON	
Comfort Inn		(309) 828-6000	Rates: Single \$51.95
500 Brock Drive		(800) 228-5150	Double \$56.95
Bloomington, IL 61701		(309) 829-4325 Fax	
Nearest Airport:	Bloomington -- 9 mi.	Amtrak: 7 miles	Restaurant Nearby
Courtesy Trans.:	Airport/Amtrak	Free Breakfast:	: Meeting Cap.: 20
Fitness	No	Pool: None	Parking: Free
Center:			
Rates Apply to Local Governments:	Yes	No. of Rooms: 101	
Eastland Suites & Conf. Center		(309) 662-0000	Rates: Single \$59.00
1801 Eastland Drive		(800) 53-SUITE	Double \$59.00
Bloomington, IL 61704		(309) 662-6668 Fax	
Nearest Airport:	Bloomington -- 1 mi.	Amtrak: 6 miles	Restaurant Nearby
Courtesy Trans.:	Local area	Free Breakfast:	: Meeting Cap.: 350
Fitness	Yes	Pool: Indoor	Parking: Free
Center:			
Rates Apply to Local Governments:	Yes	No. of Rooms: 112	
Hampton Inn		(309) 662-2800	Rates: Single \$59.00
604 1/2 I.A.A. Drive		(800) HAMPTON	Double \$59.00
Bloomington, IL 61701		(309) 662-2811 Fax	
Nearest Airport:	Bloomington -- 2 mi.	Amtrak: 4 miles	Restaurant Nearby
			:

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Courtesy	Local area	Free	Cont'l	Meeting Cap.: 20
Trans.:		Breakfast:		
Fitness	No	Pool: Outdoor		Parking: Free
Center:				
Rates Apply to Local Governments:		Yes	No. of Rooms: 108	
Jumer's Chateau		(309) 662-2020		Rates: Single \$59.00
1601 Jumer Drive		(800) 285-8637		Double \$68.00
Bloomington, IL 61704		(309) 662-2020	Fax	
Nearest Airport:	Bloomington -- 4 mi.	Amtrak: 4 miles		Restaurant On-Site
Courtesy	Airport/Amtrak	Free	None	: Meeting Cap.: 480
Trans.:		Breakfast:		
Fitness	Yes	Pool: Indoor		Parking: Free
Center:				
Rates Apply to Local Governments:		Yes	No. of Rooms: 180	
Ramada Inn		(309) 662-5311		Rates: Single \$55.00
1219 Holiday Drive		(800) 385-0000		Double \$55.00
Bloomington, IL 61704		(309) 663-1732	Fax	
Nearest Airport:	Bloomington- 1 mi.	Amtrak: 4 miles		Restaurant On-Site
Courtesy	Airport/Amtrak	Free	None	: Meeting Cap.: 200
Trans.:		Breakfast:		
Fitness	Yes	Pool: Indoor		Parking: Free
Center:				
Rates Apply to Local Governments:		Yes	No. of Rooms: 206	
(See also NORMAL)				
Kankakee County		Tax Rate: 9%		BOURBONNAIS
Fairfield Inn		(815) 935-1334		Rates: Single \$53.00
1550 South Route 50		(800) 228-2800		Double \$58.00
Bourbonnais, IL 60914		(815) 935-1334	Fax	
Nearest Airport:	Midway -- 45 miles	Amtrak: 4 miles		Restaurant Nearby
Courtesy	N/A	Free	Cont'l	: Meeting Cap.: 12
Trans.:		Breakfast:		
Fitness	No	Pool: Indoor		Parking: Free
Center:				
Rates Apply to Local Governments:		Yes	No. of Rooms: 57	
Hampton Inn		(815) 932-8369		Rates: Single \$50.00
60 Ken Hayes Drive		(800) HAMPTON		Double \$60.00
Bourbonnais, IL 60914		(815) 932-8369	Fax	

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Nearest Airport:	Midway -- 45 miles	Amtrak:	4 miles	Restaurant :	Nearby
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	35
Fitness Center:	No	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	59		
Lee's Inn		(815) 932-8080		Rates: Single	\$59.00
1500 North IL Route 50		(800) 733-5337		Double	\$69.00
Bourbonnais, IL 60914		(815) 935-5858	Fax		
Nearest Airport:	Midway -- 45 miles	Amtrak:	4 miles	Restaurant :	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	50
Fitness Center:	No	Pool:	None	Parking:	Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	119		
Kankakee County				BRADLEY	
(See <i>BOURBONNAIS</i>)					
Jackson County		Tax Rate: 11%		CARBONDALE	
Best Inns of America		(618) 529-4801		Rates: Single	\$36.88
1345 East Main Street		(800) BEST INN		Double	\$36.88
Carbondale, IL 62901		(618) 529-7212	Fax		
Nearest Airport:	Carbondale -- 3 mi.	Amtrak:	1 mile	Restaurant :	Nearby
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	N/A
Fitness Center:	No	Pool:	Outdoor	Parking:	Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	86		
Comfort Inn		(618) 549-4244		Rates: Single	\$45.00
1415 East Main Street		(800) 228-5150		Double	\$55.00
Carbondale, IL 62901		(618) 549-3008	Fax		
Nearest Airport:	Carbondale -- 3 mi.	Amtrak:	1 mile	Restaurant:	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	25
Fitness Center:	No	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	64		
Holiday Inn		(618) 529-1100		Rates: Single	\$49.00
800 East Main Street		(800) HOLIDAY		Double	\$55.00

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Carbondale, IL 62901		(618) 457-0292	Fax	
Nearest Airport:	Carbondale -- 3 mi.	Amtrak: 1 mile	Restaurant:	On-Site
Courtesy Trans.:	Airport/Amtrak	Free Breakfast:	Cont'l	Meeting Cap.: 175
Fitness Center:	No	Pool: Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	95
(See also STATE PARKS/LODGES, Giant City Lodge)				
Macoupin County		Tax Rate: 6%		CARLINVILLE
Holiday Inn		(217) 324-2100	Rates:	Single \$48.50
I-55 & Route 108		(800) 322-7546		Double \$58.50
Carlinville, IL 62626		(217) 324-2100	Fax	
Nearest Airport:	Springfield -- 40 mi.	Amtrak: 12 miles	Restaurant:	On-Site
Courtesy Trans.:	Amtrak	Free Breakfast:	No	Meeting Cap.: 250
Fitness Center:	No	Pool: Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	101
St. Clair County		Tax Rate: 11%		CASEYVILLE
Best Inns of America		(618) 397-3300	Rates:	Single \$44.00
2423 Old Country Inn Drive		(800) BEST INN		Double \$55.00
Caseyville, IL 62232		(618) 397-3300	Fax	
Nearest Airport:	St. Louis -- 25 miles	Amtrak: N/A	Restaurant:	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.: N/A
Fitness Center:	No	Pool: Outdoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	84
Champaign County		Tax Rate: 11%		CHAMPAIGN
Baymont Inn		(217) 356-8900	Rates:	Single \$40.00
302 West Anthony		(800) 301-0200		Double \$48.00
Champaign, IL 61821		(217) 356-9253	Fax	
Nearest Airport:	Champaign -- 6 mi.	Amtrak: 2 miles	Restaurant:	Nearby
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.: 15
Fitness Center:	No	Pool: None	Parking:	Free

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Rates Apply to Local Governments:	Yes	No. of Rooms:	95
Clarion Hotel 1501 South Neil Street Champaign, IL 61820	(217) 352-7891 (800) CLARION (217) 352-8108	Fax	Rates: Single \$50.00 Double \$60.00
Nearest Airport:	Champaign -- 5 mi.	Amtrak: 2 miles	Restaurant On-Site
Courtesy Trans.:	Airport & Local	Free Breakfast:	Cont'l Meeting Cap.: 1,000
Fitness Center:	Yes	Pool: Indoor/Outdoor	Parking: Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	224

DOWNSTATE ILLINOIS

Drury Inn & Suites 905 West Anthony Champaign, IL 61821	(217) 398-0030 (800) DRURY INN (217) 398-0030	Fax	Rates: Single \$58.00 Double \$68.00
Nearest Airport:	Champaign -- 5 mi.	Amtrak: 3 miles	Restaurant: Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l Meeting Cap.: 50
Fitness Center:	Yes	Pool: Indoor/Outdoor	Parking: Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	134
LaQuinta Inn 1900 Center Drive Champaign, IL 61820	(217) 356-4000 (800) 687-6667 (217) 352-7783	Fax	Rates: Single \$49.00 Double \$49.00
Nearest Airport:	Champaign -- 6 mi.	Amtrak: 3 miles	Restaurant Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l Meeting Cap.: N/A
Fitness Center:	No	Pool: Outdoor	Parking: Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	122
Quality Hotel - University Centre 302 East John Champaign, IL 61820	(217) 384-2100 (800) 322-8282 (217) 384-2298	Fax	Rates: Single \$50.00 Double \$62.00
Nearest Airport:	Champaign -- 5 mi.	Amtrak: 2 miles	Restaurant On-Site
Courtesy Trans.:	Airport & Amtrak	Free Breakfast:	Cont'l Meeting Cap.: 300

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Fitness Center:	Yes	Pool:	None	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	202	
Radisson Suites		(217) 398-3400		Rates:	Single \$60.00
101 Trade Center Drive		(800) 333-3333			Double \$70.00
Champaign, IL 61820		(217) 398-6147	Fax		
Nearest Airport:	Champaign -- 4 mi.	Amtrak:	5 miles	Restaurant:	Adjacent
Courtesy Trans.:	Airport	Free Breakfast:	Cont'l	Meeting Cap.:	500
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	199	
(See also URBANA)					
Coles County		Tax Rate: 11%		CHARLESTON	
Best Western Worthington Inn		(217) 348-8161		Rates:	Single \$49.00
920 West Lincoln		(800) 528-8161			Double \$49.00
Charleston, IL 61920		(217) 348-8165	Fax		
Nearest Airport:	Coles Co. -- 5 mi.	Amtrak:	10 miles	Restaurant:	On-Site
Courtesy Trans.:	Airport & Local	Free Breakfast:	None	Meeting Cap.:	350
Fitness Center:	No	Pool:	Outdoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	67	
Randolph County		Tax Rate: 9%		CHESTER	
Best Western Reids Inn		(618) 826-3034		Rates:	Single \$45.00
2150 State Street		(877) 826-4701			Double \$50.00
Chester, IL 62233		(618) 826-3034	Fax		
Nearest Airport:	N/A	Amtrak:	N/A	Restaurant :	Nearby
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	N/A
Fitness Center:	Yes	Pool:	Outdoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	46	
Madison County		Tax Rate: 11%		COLLINSVILLE	
Drury Inn		(618) 345-7700		Rates:	Single \$58.00
602 Bluff Road		(800) DRURY INN			Double \$68.00

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Collinsville, IL 62234		(618) 345-7700	Fax		
Nearest Airport:	St. Louis -- 25 miles	Amtrak:	N/A	Restaurant	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	50
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	120	
Fairfield Inn		(618) 346-0607		Rates:	Single \$55.00
4 Gateway Drive		(800) 228-2800			Double \$59.00
Collinsville, IL 62234		(618) 346-0607	Fax		
Nearest Airport:	St. Louis -- 25 miles	Amtrak:	N/A	Restaurant:	Nearby
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	24
Fitness Center:	No	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	64	
Holiday Inn		(618) 345-2800		Rates:	Single \$59.00
1000 Eastport Plaza Drive		(800) 551-5133			Double \$89.00
Collinsville, IL 62234		(618) 345-9804	Fax		
Nearest Airport:	St. Louis -- 25 miles	Amtrak:	N/A	Restaurant	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	500
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	229	
Pear Tree Inn		(618) 345-9500		Rates:	Single \$46.95
552 Ramada Boulevard		(800) AT A TREE			Double \$56.95
Collinsville, IL 62234		(618) 345-9500	Fax		
Nearest Airport:	St. Louis -- 25 miles	Amtrak:	N/A	Restaurant	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	N/A
Fitness Center:	No	Pool:	Outdoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	105	
Ramada Limited		(618) 345-2000		Rates:	Single \$42.00
12 Commerce Drive		(800) 2-RAMADA			Double \$42.00

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Collinsville, IL 62234		(618) 345-2626	Fax		
Nearest Airport:	St. Louis -- 25 miles	Amtrak:	N/A	Restaurant	Nearby
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	N/A
Fitness Center:	No	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	54	
Vermilion County		Tax Rate: 9%		DANVILLE	
Comfort Inn		(217) 443-8004		Rates:	Single \$49.00
383 Lynch Drive		(800) 228-5150			Double \$51.00
Danville, IL 61834		(217) 443-8004	Fax		
Nearest Airport:	Danville -- 7 miles	Amtrak:	N/A	Restaurant	Nearby
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	N/A
Fitness Center:	No	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	56	
Fairfield Inn		(217) 443-3388		Rates:	Single \$49.00
389 Lynch Drive		(800) 228-2800			Double \$49.00
Danville, IL 61834		(217) 443-3388	Fax		
Nearest Airport:	Danville -- 7 miles	Amtrak:	N/A	Restaurant	Nearby
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	30
Fitness Center:	No	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	56	
Ramada Inn		(217) 446-2400		Rates:	Single \$45.87
388 Eastgate Drive		(800) 2-RAMADA			Double \$51.37
Danville, IL 61834		(217) 446-3878	Fax		
Nearest Airport:	Danville -- 7 miles	Amtrak:	N/A	Restaurant	On-Site
Courtesy Trans.:	Airport	Free Breakfast:	Full	Meeting Cap.:	600
Fitness Center:	No	Pool:	Indoor/Outdoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	131	
Macon County		Tax Rate: 10%		DECATUR (FORSYTH)	

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Baymont Inn		(217) 875-5800	Rates: Single	\$39.95
5100 Hickory Point		(800) 301-0200	Double	\$39.95
Decatur, IL 62526		(217) 875-7537 Fax		
Nearest Airport:	Decatur -- 12 miles	Amtrak: N/A	Restaurant:	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l Meeting Cap.:	10
Fitness Center:	No	Pool: None	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	105
Country Inn & Suites		(217) 872-2402	Rates: Single	\$59.00
5150 Hickory Point		(800) 456-4000	Double	\$59.00
Decatur, IL 62526		(217) 872-2403 Fax		
Nearest Airport:	Decatur -- 12 miles	Amtrak: N/A	Restaurant:	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l Meeting Cap.:	N/A
Fitness Center:	Yes	Pool: Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	72
Fairfield Inn		(217) 875-3337	Rates: Single	\$54.00
1417 Hickory Point Drive		(800) 228-2800	Double	\$59.00
Forsyth, IL 62535		(217) 875-3337 Fax		
Nearest Airport:	Decatur -- 12 miles	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l Meeting Cap.:	15
Fitness Center:	No	Pool: Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	62
Hampton Inn		(217) 877-5577	Rates: Single	\$52.00
1429 Hickory Point Drive		(800) HAMPTON	Double	\$58.00
Forsyth, IL 62535		(217) 877-9963 Fax		
Nearest Airport:	Decatur -- 12 miles	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l Meeting Cap.:	30
Fitness Center:	No	Pool: Indoor	Parking:	Free
Rates Apply to Local Governments:		No	No. of Rooms:	61

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Holiday Inn Select		(217) 422-8800	Rates:	Single	\$59.00
US Route 36 & Wyckles Road		(800) HOLIDAY		Double	\$69.00
Decatur, IL 62522		(217) 422-9155	Fax		
Nearest Airport:	Decatur -- 6 miles	Amtrak:	N/A	Restaurant	On-Site
Courtesy Trans.:	Airport	Free Breakfast:	Cont'l	Meeting Cap.:	2,000
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	383	
Lee County		Tax Rate: 9%		DIXON	
Best Western Brandywine Lodge		(815) 284-1890	Rates:	Single	\$49.00
443 IL Route 2		(800) 528-1234		Double	\$49.00
Dixon, IL 61021		(815) 284-1174	Fax		
Nearest Airport:	N/A	Amtrak:	N/A	Restaurant	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.:	75
Fitness Center:	Yes	Pool:	Outdoor	Parking:	Free
Rates Apply to Local Governments:		Yes	90		
Tazewell County		Tax Rate: 11%		EAST PEORIA	
Hampton Inn		(309) 694-0711	Rates:	Single	\$55.00
11 Winner's Way		(800) HAMPTON		Double	\$61.00
East Peoria, IL 61611		(309) 694-0407	Fax		
Nearest Airport:	Peoria -- 15 miles	Amtrak:	N/A	Restaurant	Nearby
Courtesy Trans.:	Airport	Free Breakfast:	Cont'l	Meeting Cap.:	40
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	154	
Mark Twain Hotel East Peoria		(309) 699-7231	Rates:	Single	\$59.00
401 North Main		(800) 325-6088		Double	\$69.00
East Peoria, IL 61611		(309) 694-2382	Fax		
Nearest Airport:	Peoria -- 10 miles	Amtrak:	N/A	Restaurant	Adjacent
Courtesy Trans.:	Airport & Local	Free Breakfast:	Cont'l	Meeting Cap.:	450
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free

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Rates Apply to Local Governments:		Yes	No. of Rooms: 118	
(See also PEORIA)				
Effingham County		Tax Rate: 8%		EFFINGHAM
AmeriHost Inn		(217) 347-5050	Rates:	Single \$45.00
1304 West Evergreen Drive		(800) 434-5800		Double \$50.00
Effingham, IL 62401		(217) 347-5084	Fax	
Nearest Airport:	N/A	Amtrak:	3 miles	Restaurant: Nearby
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.: 30
Fitness Center:	Yes	Pool:	Indoor	Parking: Free
Rates Apply to Local Governments:		Yes	No. of Rooms: 61	
Baymont Inn		(217) 342-2525	Rates:	Single \$40.95
1103 Avenue of Mid-America		(800) 301-0200		Double \$46.95
Effingham, IL 62401		(217) 347-7341	Fax	
Nearest Airport:	N/A	Amtrak:	4 miles	Restaurant: Adjacent
Courtesy Trans.:	Amtrak	Free Breakfast:	Cont'l	Meeting Cap.: 15
Fitness Center:	No	Pool:	Indoor	Parking: Free
Rates Apply to Local Governments:		Yes	No. of Rooms: 122	
Hampton Inn		(217) 342-4499	Rates:	Single \$49.00
1509 Hampton Drive		(800) HAMPTON		Double \$52.00
Effingham, IL 62401		(217) 347-2828	Fax	
Nearest Airport:	N/A	Amtrak:	2 miles	Restaurant: Adjacent
Courtesy Trans.:	Amtrak	Free Breakfast:	Cont'l	Meeting Cap.: 30
Fitness Center:	No	Pool:	Indoor	Parking: Free
Rates Apply to Local Governments:		Yes	No. of Rooms: 62	
Quality Inn		(217) 342-4161	Rates:	Single \$43.00
1600 West Fayette Road		(800) 228-5151		Double \$49.00
Effingham, IL 62401		(217) 342-4161	Fax	
Nearest Airport:	N/A	Amtrak:	4 miles	Restaurant: Adjacent

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Courtesy	Local	Free	Cont'l	Meeting Cap.:	300
Trans.:		Breakfast:			
Fitness	No	Pool: Outdoor		Parking:	Free
Center:					
Rates Apply to Local Governments:		Yes	No. of Rooms:	135	
St. Clair County		Tax Rate: 11%		FAIRVIEW HEIGHTS	
Best Western Camelot Inn		(618) 624-3636		Rates:	Single \$44.95
305 Salem Place		(800) 780-7234			Double \$48.95
Fairview Heights, IL 62208		(618) 624-3695	Fax		
Nearest Airport:	St. Louis -- 25 miles	Amtrak:	N/A	Restaurant	Adjacent
Courtesy	N/A	Free	Cont'l	Meeting Cap.:	N/A
Trans.:		Breakfast:			
Fitness	No	Pool: Indoor		Parking:	Free
Center:					
Rates Apply to Local Governments:		Yes	No. of Rooms:	55	
Drury Inn		(618) 398-8530		Rates:	Single \$58.00
12 Ludwig Drive		(800) DRURY INN			Double \$68.00
Fairview Heights, IL 62208		(618) 398-8530	Fax		
Nearest Airport:	St. Louis -- 25 miles	Amtrak:	N/A	Restaurant	Adjacent
Courtesy	N/A	Free	Cont'l	Meeting Cap.:	45
Trans.:		Breakfast:			
Fitness	Yes	Pool: Outdoor		Parking:	Free
Center:					
Rates Apply to Local Governments:		Yes	No. of Rooms:	106	
Fairfield Inn		(618) 398-7124		Rates:	Single \$59.00
140 Ludwig Drive		(800) 228-2800			Double \$59.00
Fairview Heights, IL 62208		(618) 398-7124	Fax		
Nearest Airport:	St. Louis -- 25 miles	Amtrak:	N/A	Restaurant	Adjacent
Courtesy	N/A	Free	Cont'l	Meeting Cap.:	12
Trans.:		Breakfast:			
Fitness	No	Pool: Indoor		Parking:	Free
Center:					
Rates Apply to Local Governments:		Yes	No. of Rooms:	63	
Hampton Inn		(618) 397-9705		Rates:	Single \$49.00
150 Ludwig Drive		(800) HAMPTON			Double \$49.00
Fairview Heights, IL 62208		(618) 397-7829	Fax		
Nearest Airport:	St. Louis -- 25 miles	Amtrak:	N/A	Restaurant	Adjacent

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Courtesy	N/A	Free	Cont'l	Meeting Cap.:	N/A
Trans.:		Breakfast:			
Fitness	No	Pool	Indoor	Parking:	Free
Center:		:			
Rates Apply to Local Governments:	No	No. of Rooms:	63		

Ramada Inn	(618) 632-4747	Rates:	Single	\$54.00
6900 North Illinois	(800) 2-RAMADA		Double	\$60.00
Fairview Heights, IL 62208	(618) 632-9428	Fax		
Nearest Airport:	St. Louis -- 25 miles	Amtrak:	N/A	Restaurant On-Site
Courtesy	N/A	Free	Cont'l	Meeting Cap.: 400
Trans.:		Breakfast:		
Fitness	Yes	Pool:	Outdoor	Parking: Free
Center:				
Rates Apply to Local Governments:	Yes	No. of Rooms:	160	

Macon County	FORSYTH
(See DECATUR)	

Jo Daviess County	Tax Rate: 8.64%	GALENA
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Stoney Creek Inn	(815) 777-2223	Rates:	Single	\$47.00
940 Galena Square Drive	(800) 659-2220		Double	\$55.00
Galena, IL 61036	(815) 777-6762	Fax		
Nearest Airport:	N/A	Amtrak:	N/A	Restaurant Nearby
Courtesy	N/A	Free	Cont'l	Meeting Cap.: 80
Trans.:		Breakfast:		
Fitness	Yes	Pool:	Indoor	Parking: Free
Center:				
Rates Apply to Local Governments:	Yes	No. of Rooms:	76	

Knox County	Tax Rate: 10%	GALESBURG
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Country Inn & Suites	(309) 344-4444	Rates:	Single	\$49.00
2284 Promenade Court	(800) 456-4000		Double	\$59.00
Galesburg, IL 61401	(309) 344-4445	Fax		
Nearest Airport:	Moline -- 40 miles	Amtrak:	5 miles	Restaurant Adjacent
Courtesy	N/A	Free	Cont'l	Meeting Cap.: 30
Trans.:		Breakfast:		
Fitness	Yes	Pool:	Indoor	Parking: Free
Center:				
Rates Apply to Local Governments:	Yes	No. of Rooms:	61	
Note: Hotel scheduled to open in August 1999.				

Jumer's Continental Inn	(309) 343-7151	Rates:	Single	\$48.00
I-74 & East Main Street	(800) 285-8637		Double	\$48.00

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Galesburg, IL 61401		(309) 343-7151	Fax		
Nearest Airport:	Galesburg -- 5 miles	Amtrak:	2 miles	Restaurant:	On-Site
Courtesy Trans.:	Airport & Local	Free Breakfast:	None	Meeting Cap.:	500
Fitness Center:	No	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	148	
White County		Tax Rate: 8%		GRAYSVILLE	
Best Western Windsor Oaks		(618) 375-7930		Rates:	Single \$49.00
2200 South Court		(800) 528-1234			Double \$49.00
Graysville, IL 62844		(618) 375-7339	Fax		
Nearest Airport:	N/A	Amtrak:	N/A	Restaurant:	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	350
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	60	
Morgan County		Tax Rate: 9%		JACKSONVILLE	
AmeriHost Inn		(217) 245-4500		Rates:	Single \$49.00
1709 West Morton Road		(800) 434-5800			Double \$49.00
Jacksonville, IL 62650		(217) 245-0411	Fax		
Nearest Airport:	Springfield -- 35 mi.	Amtrak:	N/A	Restaurant:	Nearby
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	20
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	60	
Holiday Inn		(217) 245-9571		Rates:	Single \$49.00
1717 West Morton Road		(800) 445-1659			Double \$49.00
Jacksonville, IL 62650		(217) 245-0686	Fax		
Nearest Airport:	Springfield -- 35 mi.	Amtrak:	N/A	Restaurant:	On-Site
Courtesy Trans.:	Local area	Free Breakfast:	None	Meeting Cap.:	450
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	116	

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Kankakee County			KANKAKEE	
(See <i>BOURBONNAIS</i>)				
LaSalle County			LASALLE	
(See <i>STATE PARKS/LODGES, Starved Rock Lodge</i>)				
Logan County		Tax Rate: 9.5%		LINCOLN
Holiday Inn Express		(217) 735-5800	Rates:	Single \$45.00
130 Olson Drive		(800) HOLIDAY		Double \$45.00
Lincoln, IL 62656		(217) 732- Fax		
		6168		
Nearest	Springfield -- 35 mi.	Amtrak: 1.5 miles	Restaurant	Nearby
Airport:			:	
Courtesy	N/A	Free	Cont'l	Meeting Cap.: 50
Trans.:		Breakfast:		
Fitness	No	Pool: Indoor	Parking:	Free
Center:				
Rates Apply to Local	Yes	No. of Rooms: 70		
Governments:				
Williamson County		Tax Rate: 11%		MARION
Comfort Inn		(618) 993-6221	Rates:	Single \$46.00
2600 West Main Street		(800) 228-5150		Double \$49.00
Marion, IL 62959		(618) 993- Fax		
		8964		
Nearest	Williamson -- 3 mi.	Amtrak: N/A	Restaurant	Adjacent
Airport:			:	
Courtesy	Airport & Local	Free	Cont'l	Meeting Cap.: 40
Trans.:		Breakfast:		
Fitness	Yes	Pool: Outdoor	Parking:	Free
Center:				
Rates Apply to Local	Yes	No. of Rooms: 122		
Governments:				
Comfort Suites		(618) 997-9133	Rates:	Single \$49.00
2608 West Main Street		(800) 228-5150		Double \$54.00
Marion, IL 62959		(618) 997- Fax		
		1005		
Nearest	Williamson -- 3 mi.	Amtrak: N/A	Restaurant:	Adjacent
Airport:				
Courtesy	Airport	Free	Cont'l	Meeting Cap.: 15
Trans.:		Breakfast:		
Fitness	No	Pool: Indoor	Parking:	Free
Center:				
Rates Apply to Local	Yes	No. of Rooms: 64		
Governments:				
Drury Inn		(618) 997-9600	Rates:	Single \$49.00
2706 West DeYoung		(800) DRURY INN		Double \$58.00
Marion, IL 62959		(618) 997- Fax		
		9600		
Nearest	Williamson -- 3 mi.	Amtrak: N/A	Restaurant	Adjacent
Airport:			:	

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Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	50
Fitness Center:	Yes	Pool: Indoor		Parking:	Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	132		
Hampton Inn		(618) 998-9900		Rates:	Single \$45.00
2710 West DeYoung		(800) HAMPTON			Double \$50.00
Marion, IL 62959		(618) 997-8684	Fax		
Nearest Airport:	Williamson -- 3 mi.	Amtrak:	N/A	Restaurant :	Nearby
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	N/A
Fitness Center:	No	Pool: Indoor		Parking:	Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	64		
Marion Hotel & Conf. Center		(618) 997-2326		Rates:	Single \$45.00
I-57 & Route 13		(800) 648-4667			Double \$50.00
Marion, IL 62959		(618) 993-6984	Fax		
Nearest Airport:	Williamson -- 3 mi.	Amtrak:	N/A	Restaurant :	On-Site
Courtesy Trans.:	Airport & Local	Free Breakfast:	Cont'l	Meeting Cap.:	600
Fitness Center:	Yes	Pool: Indoor/Outdoor		Parking:	Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	200		
Coles County		Tax Rate: 9%		MATTOON	
Fairfield Inn		(217) 234-2355		Rates:	Single \$49.00
206 McFall		(800) 228-2800			Double \$49.00
Mattoon, IL 61938		(217) 234-2420	Fax		
Nearest Airport:	Coles Co. -- 4 miles	Amtrak:	2 miles	Restaurant :	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	12
Fitness Center:	No	Pool: Indoor		Parking:	Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	63		
Ramada Inn		(217) 235-0313		Rates:	Single \$49.00
I-57 & Route 16		(800) 2-RAMADA			Double \$49.00
Mattoon, IL 61938		(217) 235-6005	Fax		
Nearest Airport:	Coles Co. -- 4 miles	Amtrak:	2 miles	Restaurant :	On-Site

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Courtesy	N/A	Free	None	Meeting Cap.: 300
Trans.:		Breakfast:		
Fitness	No	Pool:	Indoor/Outdoor	Parking: Free
Center:				
Rates Apply to Local Governments:	No	No. of Rooms:	124	
Massac County		Tax Rate: 9%		METROPOLIS
AmeriHost Inn		(618) 524-5678	Rates:	Single \$45.00
203 East Front Street		(800) 434-5800		Double \$50.00
Metropolis, IL 62960		(618) 524-2225	Fax	
Nearest Airport:	N/A	Amtrak:	N/A	Restaurant Nearby
Courtesy	N/A	Free	Cont'l	Meeting Cap.: 15
Trans.:		Breakfast:		
Fitness	Yes	Pool:	Indoor	Parking: Free
Center:				
Rates Apply to Local Governments:	Yes	No. of Rooms:	120	
Rock Island County		Tax Rate: 11%		MOLINE
Comfort Inn		(309) 762-7000	Rates:	Single \$48.95
2600 52nd Avenue		(800) 228-5150		Double \$53.95
Moline, IL 61265		(309) 762-7000	Fax	
Nearest Airport:	Moline -- 0.5 miles	Amtrak:	N/A	Restaurant Nearby
Courtesy	N/A	Free	Cont'l	Meeting Cap.: N/A
Trans.:		Breakfast:		
Fitness	No	Pool:	Indoor	Parking: Free
Center:				
Rates Apply to Local Governments:	Yes	No. of Rooms:	62	
Hampton Inn		(309) 762-1711	Rates:	Single \$49.00
6920 27th Street		(800) HAMPTON		Double \$54.00
Moline, IL 61265		(309) 762-1788	Fax	
Nearest Airport:	Moline -- 0.5 miles	Amtrak:	N/A	Restaurant Nearby
Courtesy	Airport	Free	Cont'l	Meeting Cap.: 25
Trans.:		Breakfast:		
Fitness	No	Pool:	Outdoor	Parking: Free
Center:				
Rates Apply to Local Governments:	Yes	No. of Rooms:	138	
Holiday Inn		(309) 762-8811	Rates:	Single \$49.00
6902 27th Street		(800) HOLIDAY		Double \$56.00
Moline, IL 61265		(309) 762-3393	Fax	

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Nearest Airport:	Moline -- 0.5 miles	Amtrak:	N/A	Restaurant:	On-Site
Courtesy Trans.:	Airport	Free Breakfast:	Cont'l	Meeting Cap.:	1,500
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	217		
LaQuinta Inn		(309) 762-9008		Rates:	Single \$45.00
5450 27th Street		(800) 687-6667			Double \$45.00
Moline, IL 61265		(309) 762-2455	Fax		
Nearest Airport:	Moline -- 0.5 miles	Amtrak:	N/A	Restaurant:	Adjacent
Courtesy Trans.:	Airport	Free Breakfast:	Cont'l	Meeting Cap.:	35
Fitness Center:	No	Pool:	Outdoor	Parking:	Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	125		
(See also ROCK ISLAND)					
Jefferson County		Tax Rate: 9%		MT. VERNON	
Best Inns of America		(618) 244-4343		Rates:	Single \$33.88
222 South 44th Street		(800) BEST INN			Double \$43.88
Mt. Vernon, Il 62864		(618) 244-4343	Fax		
Nearest Airport:	Mt. Vernon -- 3 mi.	Amtrak:	N/A	Restaurant :	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	N/A
Fitness Center:	No	Pool:	None	Parking:	Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	152		
Drury Inn		(618) 244-4550		Rates:	Single \$48.00
I-57 & Route 15		(800) DRURY INN			Double \$55.00
Mt. Vernon, IL 62864		(618) 244-4550	Fax		
Nearest Airport:	Mt. Vernon -- 3 mi.	Amtrak:	N/A	Restaurant :	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	15
Fitness Center:	No	Pool:	Outdoor	Parking:	Free
Rates Apply to Local Governments:	Yes	No. of Rooms:	81		
Ramada Inn		(618) 244-3670		Rates:	Single \$45.00
I-57 & Route 15 West		(800) 2-RAMADA			Double \$51.00

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Mt. Vernon, IL 62864		(618) 244-6904	Fax		
Nearest Airport:	Mt. Vernon -- 3 mi.	Amtrak:	N/A	Restaurant	On-Site
Courtesy Trans.:	Airport	Free Breakfast:	Cont'l	Meeting Cap.:	288
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	188	
McLean County		Tax Rate: 8.5%		NORMAL	
Comfort Suites		(309) 452-8588		Rates:	Single \$59.00
310 B Greenbriar Drive		(800) 228-5150			Double \$64.00
Normal, IL 61761		(309) 452-8588	Fax		
Nearest Airport:	Bloomington -- 4 mi.	Amtrak:	3 miles	Restaurant	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	25
Fitness Center:	No	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	60	
Holiday Inn		(309) 452-8300		Rates:	Single \$59.00
8 Traders Circle		(800) HOLIDAY			Double \$69.00
Normal, IL 61761		(309) 454-6722	Fax		
Nearest Airport:	Bloomington -- 8 mi.	Amtrak:	4 miles	Restaurant	On-Site
Courtesy Trans.:	Airport/Amtrak	Free Breakfast:	None	Meeting Cap.:	1,000
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	160	
Holiday Inn Express & Suites		(309) 862-1600		Rates:	Single \$59.00
1715 Parkway Plaza Drive		(800) HOLIDAY			Double \$59.00
Normal, IL 61761		(309) 862-4477	Fax		
Nearest Airport:	Bloomington -- 8 mi.	Amtrak:	3 miles	Restaurant	Adjacent
Courtesy Trans.:	Airport & Local	Free Breakfast:	Cont'l	Meeting Cap.:	200
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	103	
Signature Inn		(309) 454-4044		Rates:	Single \$59.00
101 South Veterans Parkway		(800) 822-5252			Double \$66.00

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Normal, IL 61761		(309) 454-4044	Fax		
Nearest Airport:	Bloomington -- 3 mi.	Amtrak:	3 miles	Restaurant:	Adjacent
Courtesy Trans.:	Airport/Amtrak	Free Breakfast:	Cont'l	Meeting Cap.:	85
Fitness Center:	Yes	Pool:	Outdoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	124	
(See also BLOOMINGTON)					
LaSalle County		Tax Rate: 10.25%		OTTAWA	
Comfort Inn		(815) 433-9600		Rates:	Single \$55.00
510 East Etna Road		(800) 228-5150			Double \$59.00
Ottawa, IL 61350		(815) 433-9696	Fax		
Nearest Airport:	N/A	Amtrak:	N/A	Restaurant:	Nearby
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	15
Fitness Center:	No	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	54	

Ottawa Inn		(815) 434-3400		Rates:	Single \$44.00
Route 23 & I-80		(800) 221-2222			Double \$50.00
Ottawa, IL 61350		(815) 434-3904	Fax		
Nearest Airport:	N/A	Amtrak:	N/A	Restaurant:	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	Full	Meeting Cap.:	190
Fitness Center:	No	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	120	

Super 8		(815) 434-2888		Rates:	Single \$48.00
500 East Etna Road		(800) 800-8000			Double \$53.00
Ottawa, IL 61350		(815) 434-2891	Fax		
Nearest Airport:	N/A	Amtrak:	N/A	Restaurant:	Nearby
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	26
Fitness Center:	No	Pool:	None	Parking:	Free

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Rates Apply to Local Governments:		Yes	No. of Rooms:	52
Peoria County		Tax Rate: 11.5%		PEORIA
Fairfield Inn		(309) 686-7600	Rates:	Single \$48.95
4230 War Memorial Drive		(800) 228-2800		Double \$48.95
Peoria, IL 61614		(309) 686-0686	Fax	
Nearest Airport:	Peoria -- 7 miles	Amtrak:	N/A	Restaurant: Nearby
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.: N/A
Fitness Center:	No	Pool:	Outdoor	Parking: Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	135
Holiday Inn Brandywine		(309) 686-8000	Rates:	Single \$49.00
4400 North Brandywine Drive		(800) HOLIDAY		Double \$59.00
Peoria, IL 61614		(309) 682-8237	Fax	
Nearest Airport:	Peoria -- 7 miles	Amtrak:	N/A	Restaurant: On-Site
Courtesy Trans.:	Airport	Free Breakfast:	None	Meeting Cap.: 1,000
Fitness Center:	Yes	Pool:	Indoor	Parking: Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	250
Holiday Inn City Centre		(309) 674-2500	Rates:	Single \$59.00
500 Hamilton Boulevard		(800) 474-2501		Double \$69.00
Peoria, IL 61602		(309) 674-1205	Fax	
Nearest Airport:	Peoria -- 8 miles	Amtrak:	N/A	Restaurant: On-Site
Courtesy Trans.:	Airport & Local	Free Breakfast:	None	Meeting Cap.: 1,800
Fitness Center:	Yes	Pool:	Indoor	Parking: Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	286
Hotel Pere Marquette		(309) 637-6500	Rates:	Single \$59.00
501 North Main Street		(800) 447-1676		Double \$69.00
Peoria, IL 61602		(309) 637-6500	Fax	
Nearest Airport:	Peoria -- 8 miles	Amtrak:	N/A	Restaurant: On-Site
Courtesy Trans.:	Airport & Local	Free Breakfast:	None	Meeting Cap.: 1,100
Fitness Center:	Yes	Pool:	None	Parking: Free

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Rates Apply to Local Governments:		No	No. of Rooms: 288	
Jumer's Castle Lodge 117 North Western Avenue Peoria, IL 61604		(309) 673-8040 (800) 285-8637 (309) 673-9782	Fax	Rates: Single \$59.00 Double \$59.00
Nearest Airport:	Peoria -- 7 miles	Amtrak:	N/A	Restaurant On-Site :
Courtesy Trans.:	Airport & Local	Free Breakfast:	None	Meeting Cap.: 225
Fitness Center:	No	Pool:	Indoor	Parking: Free
Rates Apply to Local Governments:		Yes	No. of Rooms: 175	
Mark Twain Hotel Downtown 225 NE Adams Street Peoria, IL 61602		(309) 676-3600 (800) 325-6351 (309) 676-3159	Fax	Rates: Single \$59.00 Double \$69.00
Nearest Airport:	Peoria -- 8 miles	Amtrak:	N/A	Restaurant On-Site :
Courtesy Trans.:	Airport & Local	Free Breakfast:	Full	Meeting Cap.: 400
Fitness Center:	Yes	Pool:	None	Parking: Free
Rates Apply to Local Governments:		Yes	No. of Rooms: 110	
Red Roof Inn 4301 North War Memorial Drive Peoria, IL 61614		(309) 685-3911 (800) THE ROOF (309) 685-3941	Fax	Rates: Single \$45.99 Double \$53.99
Nearest Airport:	Peoria -- 10 miles	Amtrak:	N/A	Restaurant Adjacent :
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.: N/A
Fitness Center:	No	Pool:	None	Parking: Free
Rates Apply to Local Governments:		Yes	No. of Rooms: 108	
Signature Inn 4112 North Brandywine Drive Peoria, IL 61614		(309) 685-2556 (800) 822-5252 (309) 685-2556	Fax	Rates: Single \$59.00 Double \$66.00
Nearest Airport:	Peoria -- 7 miles	Amtrak:	N/A	Restaurant Adjacent :
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.: 100
Fitness Center:	Yes	Pool:	Outdoor	Parking: Free

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Rates Apply to Local Governments:		Yes	No. of Rooms:	124
(See also EAST PEORIA)				
LaSalle County				PERU
(See STATE PARKS/LODGES, Starved Rock Lodge)				
Livingston County		Tax Rate: 11%		PONTIAC
Comfort Inn		(815) 842-2777	Rates:	Single \$49.00
1821 West Reynolds Street		(800) 228-5150		Double \$57.60
Pontiac, IL 61764		(815) 842-4040	Fax	
Nearest Airport:	N/A	Amtrak:	1.5 miles	Restaurant Nearby
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.: 20
Fitness Center:	No	Pool:	Indoor	Parking: Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	58
Adams County		Tax Rate: 11%		QUINCY
Comfort Inn		(217) 228-2700	Rates:	Single \$47.50
4122 Broadway		(800) 228-5150		Double \$52.50
Quincy, IL 62301		(217) 228-2700	Fax	
Nearest Airport:	Quincy -- 10 miles	Amtrak:	3 miles	Restaurant: Nearby
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.: N/A
Fitness Center:	No	Pool:	Indoor	Parking: Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	58
Fairfield Inn		(217) 223-5922	Rates:	Single \$49.00
4315 Broadway		(800) 228-2800		Double \$49.00
Quincy, IL 62301		(217) 223-5922	Fax	
Nearest Airport:	Quincy -- 10 miles	Amtrak:	3 miles	Restaurant Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.: 100
Fitness Center:	No	Pool:	Indoor	Parking: Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	63
Holiday Inn		(217) 222-2666	Rates:	Single \$49.00
201 South 3rd Street		(800) HOLIDAY		Double \$55.00
Quincy, IL 62301		(217) 222-3238	Fax	

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Nearest Airport:	Quincy -- 13 miles	Amtrak:	3 miles	Restaurant	On-Site
Courtesy Trans.:	Airport & Local	Free	None	Meeting Cap.:	600
Fitness Center:	Yes	Breakfast:		Parking:	Free
Rates Apply to Local Governments:		Pool:	Indoor		
		Yes	No. of Rooms:	155	
Ogle County		Tax Rate: 10.25%		ROCHELLE	
AmeriHost Inn		(815) 562-9530		Rates:	Single \$46.00
567 East Route 38		(815) 434-5800			Double \$52.00
Rochelle, IL 61068		(815) 562-9696			
Nearest Airport:	N/A	Amtrak:	N/A	Restaurant	Nearby
Courtesy Trans.:	N/A	Free	Cont'l	Meeting Cap.:	25
Fitness Center:	Yes	Breakfast:		Parking:	Free
Rates Apply to Local Governments:		Pool:	Indoor		
		Yes	No. of Rooms:	61	
Holiday Inn		(815) 562-5551		Rates:	Single \$49.00
Highway 251 & Route 38		(815) HOLIDAY			Double \$54.00
Rochelle, IL 61068		(815) 562-3911			
Nearest Airport:	N/A	Amtrak:	N/A	Restaurant	On-Site
Courtesy Trans.:	N/A	Free	None	Meeting Cap.:	300
Fitness Center:	Yes	Breakfast:		Parking:	Free
Rates Apply to Local Governments:		Pool:	Indoor/Outdoor		
		Yes	No. of Rooms:	95	
Winnebago County		Tax Rate: 12%		ROCKFORD	
Best Western Clock Tower Resort		(815) 398-6000		Rates:	Single \$60.00
7801 East State Street		(800) 358-7666			Double \$75.00
Rockford, IL 61125		(815) 398-0443			
Nearest Airport:	Rockford -- 12 miles	Amtrak:	N/A	Restaurant	On-Site
Courtesy Trans.:	N/A	Free	None	Meeting Cap.:	1,400
Fitness Center:	Yes	Breakfast:		Parking:	Free
Rates Apply to Local Governments:		Pool:	Indoor/Outdoor		
		No	No. of Rooms:	251	
Best Western Colonial Inn		(815) 398-5050		Rates:	Single \$52.00
4850 East State Street		(800) 528-1234			Double \$65.00

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Rockford, IL 61108		(815) 398-5050	Fax		
Nearest Airport:	Rockford -- 10 miles	Amtrak:	N/A	Restaurant	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	No	Meeting Cap.:	40
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		No	No. of Rooms: 84		
Holiday Inn		(815) 398-2200		Rates:	Single \$59.00
7550 East State Street		(800) HOLIDAY			Double \$66.00
Rockford, IL 61125		(815) 229-3122	Fax		
Nearest Airport:	Rockford -- 12 miles	Amtrak:	N/A	Restaurant	On-Site
Courtesy Trans.:	Airport	Free Breakfast:	None	Meeting Cap.:	200
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		No	No. of Rooms: 202		
Ramada Limited Suites		(815) 226-2100		Rates:	Single \$59.00
200 South Bell School Road		(800) 2-RAMADA			Double \$59.00
Rockford, IL 61108		(815) 229-3070	Fax		
Nearest Airport:	Rockford -- 12 miles	Amtrak:	N/A	Restaurant	Nearby
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	600
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms: 114		
Red Roof Inn		(815) 398-9450		Rates:	Single \$50.99
7434 East State Street		(800) THE ROOF			Double \$58.99
Rockford, IL 61108		(815) 398-9761	Fax		
Nearest Airport:	Rockford -- 12 miles	Amtrak:	N/A	Restaurant	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.:	N/A
Fitness Center:	N/A	Pool:	None	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms: 108		
Sweden House Lodge		(815) 398-4130		Rates:	Single \$40.00
4605 East State Street		(800) 886-4138			Double \$44.00

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Rockford, IL 61108	(815) 398-9203	Fax	
Nearest Airport:	Rockford -- 10 miles	Amtrak: N/A	Restaurant Nearby
Courtesy Trans.:	N/A	Free Breakfast:	: Meeting Cap.: 100
Fitness Center:	Yes	Pool: Indoor	Parking: Free
Rates Apply to Local Governments:	Yes	No. of Rooms: 105	
Rock Island County		Tax Rate: 12%	ROCK ISLAND
Four Points Sheraton (Plaza One)	(309) 794-1212		Rates: Single \$49.00
3rd Avenue & 17th Street	(800) 447-1297		Double \$59.00
Rock Island, IL 61201	(309) 786-0533	Fax	
Nearest Airport:	Moline -- 8 miles	Amtrak: N/A	Restaurant On-Site
Courtesy Trans.:	Airport	Free Breakfast:	: Meeting Cap.: 450
Fitness Center:	Yes	Pool: Indoor	Parking: Free
Rates Apply to Local Governments:	Yes	No. of Rooms: 175	
(See also MOLINE)			

Sangamon County		Tax Rate: 10%	SPRINGFIELD
Baymont Inn	(217) 529-6655		Rates: Single \$49.00
5871 South 6th Street	(800) 301-0200		Double \$49.00
Springfield, IL 62703	(217) 529-6510		
Nearest Airport:	Springfield -- 12 mi.	Amtrak: 5 miles	Restaurant Adjacent
Courtesy Trans.:	Local	Free Breakfast:	: Meeting Cap.: 25
Fitness Center:	Yes	Pool: Indoor/Outdoor	Parking: Free
Rates Apply to Local Governments:	Yes	No. of Rooms: 77	
Best Inns of America	(217) 522-1100		Rates: Single \$49.88
500 North 1st Street	(800) BEST INN		Double \$59.88
Springfield, IL 62702	(217) 753-8589	Fax	
Nearest Airport:	Springfield -- 3 miles	Amtrak: 0.5 miles	Restaurant Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	: Meeting Cap.: N/A
Fitness Center:	No	Pool: Outdoor	Parking: Free

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Rates Apply to Local Governments:		Yes	No. of Rooms: 91		
Comfort Inn		(217) 787-2250		Rates:	Single \$59.00
3442 Freedom Drive		(800) 228-5150			Double \$59.00
Springfield, IL 62704		(217) 787-2250	Fax		
Nearest Airport:	Springfield -- 7 miles	Amtrak:	5 miles	Restaurant	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	20
Fitness Center:	No	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms: 66		
Comfort Suites		(217) 753-4000		Rates:	Single \$59.00
2620 South Dirksen Parkway		(800) 228-5150			Double \$64.00
Springfield, IL 62703		(217) 753-4166	Fax		
Nearest Airport:	Springfield -- 9 miles	Amtrak:	5 miles	Restaurant	Adjacent
Courtesy Trans.:	Airport/Amtrak	Free Breakfast:	Cont'l	Meeting Cap.:	40
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms: 91		
Courtyard Marriott		(217) 793-5300		Rates:	Single \$59.00
3462 Freedom Drive		(800) 321-2211			Double \$59.00
Springfield, IL 62704		(217) 793-5300			
Nearest Airport:	Springfield -- 7 mi.	Amtrak:	5 miles	Restaurant	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.:	40
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms: 78		
Crowne Plaza		(217) 529-7777		Rates:	Single \$60.00
3000 South Dirksen Parkway		(800) HOLIDAY			Double \$75.00
Springfield, IL 62703		(217) 529-6666	Fax		
Nearest Airport:	Springfield -- 9 miles	Amtrak:	5 miles	Restaurant	On-Site
Courtesy Trans.:	Airport	Free Breakfast:	None	Meeting Cap.:	2,500
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free

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Rates Apply to Local Governments:		No	No. of Rooms: 288
Days Inn			
3000 Stevenson Drive		(217) 529-0171	Rates: Single \$45.00
Springfield, IL 62703		(800) 329-7466	Double \$55.00
		(217) 529-9431	Fax
Nearest Airport:	Springfield -- 9 mi.	Amtrak: 5 miles	Restaurant Adjacent
Courtesy Trans.:	Airport/Amtrak	Free Breakfast:	Cont'l Meeting Cap.: 65
Fitness Center:	No	Pool: Outdoor	Parking: Free
Rates Apply to Local Governments:		Yes	No. of Rooms: 153
Drury Inn & Suites			
3180 South Dirksen Parkway		(217) 529-3900	Rates: Single \$58.00
Springfield, IL 62703		(800) DRURY INN	Double \$68.00
		(217) 529-3900	Fax
Nearest Airport:	Springfield -- 9 miles	Amtrak: 5 miles	Restaurant Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l Meeting Cap.: 50
Fitness Center:	No	Pool: Indoor	Parking: Free
Rates Apply to Local Governments:		Yes	No. of Rooms: 118
Fairfield Inn			
3446 Freedom Drive		(217) 793-9277	Rates: Single \$55.00
Springfield, IL 62704		(800) 228-2800	Double \$59.00
		(217) 793-9277	Fax
Nearest Airport:	Springfield -- 7 miles	Amtrak: 5 miles	Restaurant Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l Meeting Cap.: 12
Fitness Center:	No	Pool: Indoor	Parking: Free
Rates Apply to Local Governments:		Yes	No. of Rooms: 63
Hampton Inn			
3185 South Dirksen Parkway		(217) 529-1100	Rates: Single \$59.00
Springfield, IL 62703		(800) HAMPTON	Double \$69.00
		(217) 529-1105	Fax
Nearest Airport:	Springfield -- 9 miles	Amtrak: 5 miles	Restaurant Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l Meeting Cap.: 40
Fitness Center:	Yes	Pool: Indoor	Parking: Free

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Rates Apply to Local Governments:		Yes	No. of Rooms: 123		
Hilton of Springfield		(217) 789-1530		Rates:	Single \$59.00
700 East Adams Street		(800) HILTONS			Double \$69.00
Springfield, IL 62701		(217) 789-0709	Fax		
Nearest Airport:	Springfield -- 5 miles	Amtrak:	0.5 miles	Restaurant :	On-Site
Courtesy Trans.:	Airport/Amtrak	Free Breakfast:	None	Meeting Cap.:	2,000
Fitness Center:	Yes	Pool:	Indoor	Parking:	\$5.50/day
Rates Apply to Local Governments:		No	No. of Rooms: 367		
Holiday Inn East		(217) 529-7171		Rates:	Single \$59.00
3100 South Dirksen Parkway		(800) HOLIDAY			Double \$69.00
Springfield, IL 62703		(217) 529-5063	Fax		
Nearest Airport:	Springfield -- 9 miles	Amtrak:	5 miles	Restaurant :	On-Site
Courtesy Trans.:	Airport/Amtrak	Free Breakfast:	None	Meeting Cap.:	1,800
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		No	No. of Rooms: 238		
Holiday Inn Express & Suites		(217) 529-7771		Rates:	Single \$59.00
3050 South Dirksen Parkway		(800) HOLIDAY			Double \$69.00
Springfield, IL 62703		(217) 529-1777	Fax		
Nearest Airport:	Springfield -- 9 miles	Amtrak:	5 miles	Restaurant :	Adjacent
Courtesy Trans.:	Airport/Amtrak	Free Breakfast:	Cont'l	Meeting Cap.:	40
Fitness Center:	Yes	Pool:	None	Parking:	Free
Rates Apply to Local Governments:		No	No. of Rooms: 138		
Mansion View Inn & Suites		(217) 544-7411		Rates:	Single \$59.00
529 South 4th Street		(800) 252-1083			Double \$59.00
Springfield, IL 62701		(217) 544-6211	Fax		
Nearest Airport:	Springfield -- 5 miles	Amtrak:	0.5 miles	Restaurant :	On-Site
Courtesy Trans.:	Airport/Amtrak	Free Breakfast:	Cont'l	Meeting Cap.:	75
Fitness Center:	No	Pool:	None	Parking:	Free

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Rates Apply to Local Governments:		Yes	No. of Rooms:	93	
Northfield Inn & Suites		(217) 523-7900		Rates:	Single \$55.00
3280 Northfield Drive		(217) 523-7273	Fax		Double \$61.00
Springfield, IL 62702					
Nearest Airport:	Springfield -- 4 mi.	Amtrak:	5 miles	Restaurant	On-Site
Courtesy Trans.:	Airport/Amtrak	Free Breakfast:	Cont'l	Meeting Cap.:	1,600
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	109	
Pear Tree Inn		(217) 529-9100		Rates:	Single \$45.95
3190 South Dirksen Parkway		(800) AT A TREE			Double \$56.95
Springfield, IL 62703		(217) 529-9100	Fax		
Nearest Airport:	Springfield -- 9 miles	Amtrak:	5 miles	Restaurant	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	N/A
Fitness Center:	No	Pool:	None	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	52	
Ramada Inn South Plaza		(217) 529-7131		Rates:	Single \$49.00
625 East Joseph Street		(800) 2-RAMADA			Double \$49.00
Springfield, IL 62703		(217) 529-7160	Fax		
Nearest Airport:	Springfield -- 7 miles	Amtrak:	3 miles	Restaurant	On-Site
Courtesy Trans.:	Airport/Amtrak	Free Breakfast:	Cont'l	Meeting Cap.:	600
Fitness Center:	No	Pool:	Outdoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	114	
Ramada Limited - North		(217) 523-4000		Rates:	Single \$54.00
3281 Northfield Drive		(800) 2-RAMADA			Double \$60.00
Springfield, IL 62702		(217) 523-4080	Fax		
Nearest Airport:	Springfield -- 4 miles	Amtrak:	5 miles	Restaurant	Nearby
Courtesy Trans.:	Airport/Amtrak	Free Breakfast:	Cont'l	Meeting Cap.:	90
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	97	

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Ramada Limited - South		(217) 529-1410	Rates:	Single	\$46.00
5970 South 6th Street		(800) 2-RAMADA		Double	\$49.00
Springfield, IL 62703		(217) 529-1439	Fax		
Nearest Airport:	Springfield -- 12 mi.	Amtrak:	5 miles	Restaurant	Nearby
Courtesy Trans.:	N/A	Free Breakfast:	Cont'l	Meeting Cap.:	N/A
Fitness Center:	No	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	47	
Red Roof Inn		(217) 753-4302	Rates:	Single	\$45.99
3200 Singer Avenue		(800) THE ROOF		Double	\$52.99
Springfield, IL 62703		(217) 753-4391	Fax		
Nearest Airport:	Springfield -- 8 miles	Amtrak:	4 miles	Restaurant	Adjacent
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.:	N/A
Fitness Center:	No	Pool:	None	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	108	
Renaissance Springfield		(217) 544-8800	Rates:	Single	\$59.00
701 East Adams Street		(800) 228-9898		Double	\$74.00
Springfield, IL 62701		(217) 544-9607	Fax		
Nearest Airport:	Springfield -- 5 miles	Amtrak:	0.5 miles	Restaurant	On-Site
Courtesy Trans.:	Airport/Amtrak	Free Breakfast:	None	Meeting Cap.:	700
Fitness Center:	Yes	Pool:	Indoor	Parking:	\$5.00/day
Rates Apply to Local Governments:		Yes	No. of Rooms:	316	
Signature Inn		(217) 529-6611	Rates:	Single	\$59.00
3090 Stevenson Drive		(800) 822-5252		Double	\$66.00
Springfield, IL 62703		(217) 529-6630	Fax		
Nearest Airport:	Springfield -- 9 mi.	Amtrak:	5 miles	Restaurant	Adjacent
Courtesy Trans.:	Airport	Free Breakfast:	Cont'l	Meeting Cap.:	400
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	124	

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Sleep Inn 3470 Freedom Drive Springfield, IL 62704		(217) 787-6200 (800) SLEEP INN (217) 787-6200 Fax	Rates: Single \$55.00 Double \$55.00
Nearest Airport:	Springfield -- 7 miles	Amtrak: 5 miles	Restaurant Adjacent
Courtesy Trans.:	N/A	Free Cont'l	Meeting Cap.: N/A
Fitness Center:	No	Breakfast: Pool: None	Parking: Free
Rates Apply to Local Governments:	Yes	No. of Rooms: 62	
Super 8 3675 South 6th Street Springfield, IL 62703		(217) 529-8898 (800) 800-8000 (217) 529-4354 Fax	Rates: Single \$35.00 Double \$45.00
Nearest Airport:	Springfield -- 7 miles	Amtrak: 4 miles	Restaurant Nearby
Courtesy Trans.:	N/A	Free None	Meeting Cap.: 75
Fitness Center:	No	Breakfast: Pool: None	Parking: Free
Rates Apply to Local Governments:	Yes	No. of Rooms: 122	
DeKalb County		Tax Rate: 11%	SYCAMORE
AmeriHost Inn 1475 South Peace Road Sycamore, IL 60178		(815) 895-4979 (800) 434-5800 (815) 895-5069 Fax	Rates: Single \$45.00 Double \$50.00
Nearest Airport:	N/A	Amtrak: N/A	Restaurant Nearby
Courtesy Trans.:	N/A	Free Cont'l	Meeting Cap.: 30
Fitness Center:	Yes	Breakfast: Pool: Indoor	Parking: Free
Rates Apply to Local Governments:	Yes	No. of Rooms: 60	
Douglas County		Tax Rate: 11%	TUSCOLA
AmeriHost Inn 1006 Southline Road Tuscola, IL 61953		(217) 253-3500 (800) 434-5800 (217) 253-2773 Fax	Rates: Single \$45.00 Double \$50.00
Nearest Airport:	N/A	Amtrak: N/A	Restaurant Adjacent
Courtesy Trans.:	N/A	Free Cont'l	Meeting Cap.: 25
Fitness Center:	Yes	Breakfast: Pool: Indoor	Parking: Free

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Rates Apply to Local Governments:		Yes	No. of Rooms:	59
Champaign County		Tax Rate: 11%		URBANA
Eastland Suites & Conf. Center		(217) 367-8331	Rates:	Single \$59.00
1907 North Cunningham Avenue		(800) 253-8331		Double \$80.00
Urbana, IL 61802		(217) 384-3370	Fax	
Nearest Airport:	Champaign -- 10 mi.	Amtrak:	3 miles	Restaurant Nearby
Courtesy Trans.:	Airport/Local	Free	Full	: Meeting Cap.: 175
Fitness Center:	Yes	Breakfast:	Pool: Indoor	Parking: Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	127
Holiday Inn		(217) 328-7900	Rates:	Single \$59.00
1001 Killarney Street		(800) HOLIDAY		Double \$69.00
Urbana, IL 61801		(217) 328-7941	Fax	
Nearest Airport:	Champaign -- 9 mi.	Amtrak:	2 miles	Restaurant On-Site
Courtesy Trans.:	Airport/Amtrak	Free	None	: Meeting Cap.: 900
Fitness Center:	Yes	Breakfast:	Pool: Indoor	Parking: Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	204
Jumer's Castle Lodge		(217) 384-8800	Rates:	Single \$59.00
209 South Broadway		(800) 285-8637		Double \$69.00
Urbana, IL 61801		(217) 384-9001	Fax	
Nearest Airport:	Champaign -- 7 mi.	Amtrak:	2 miles	Restaurant On-Site
Courtesy Trans.:	Airport/Amtrak	Free	None	: Meeting Cap.: 500
Fitness Center:	No	Breakfast:	Pool: Indoor	Parking: Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	130
Sleep Inn		(217) 367-6000	Rates:	Single \$45.00
1908 Lincoln Avenue		(800) SLEEP INN		Double \$50.00
Urbana, IL 61801		(217) 367-6000	Fax	
Nearest Airport:	Champaign -- 6 mi.	Amtrak:	3 miles	Restaurant Nearby
Courtesy Trans.:	N/A	Free	Cont'l	: Meeting Cap.: 15
Fitness Center:	Yes	Breakfast:	Pool: Indoor	Parking: Free

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Rates Apply to Local Governments: Yes No. of Rooms: 65

(See also CHAMPAIGN)

Franklin County	Tax Rate: 8%	WHITTINGTON
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Seasons at Rend Lake 12575 Golf Course Road Whittington, IL 62897	(618) 629-2600 (800) 999-0977 (618) 629-2365 Fax	Rates: Single \$49.00 Double \$49.00
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Nearest Airport: N/A	Amtrak: N/A	Restaurant On-Site:
Courtesy: N/A	Free Cont'l	Meeting Cap.: 200
Trans.: No	Breakfast:	
Fitness Center: No	Pool: Outdoor	Parking: Free

Rates Apply to Local Governments: Yes No. of Rooms: 47

(See also STATE PARKS/LODGES, Rend Lake Resort)

STATE PARKS/LODGES

Hardin County	Tax Rate: 6%	
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Cave-in-Rock Lodge New State Park Road, Box 38 Cave-in-Rock, IL 62919	(618) 289-4545	Rates: Single \$49.00 Double \$49.00
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Nearest Airport: N/A	Amtrak: N/A	Restaurant On-Site:
Courtesy: N/A	Free None	Meeting Cap.: N/A
Trans.: No	Breakfast:	
Fitness Center: No	Pool: None	Parking: Free

Rates Apply to Local Governments: No No. of Rooms: 8

Shelby County	Tax Rate: 9%	
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Eagle Creek Resort Eagle Creek State Park, Box 230 Findlay, IL 62554	(217) 756-3456 (800) 876-3245 (217) 756-3411 Fax	Rates: Single \$49.00 Double \$59.00
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Nearest Airport: Decatur -- 30 miles	Amtrak: N/A	Restaurant On-Site:
Courtesy: N/A	Free None	Meeting Cap.: 700
Trans.: Yes	Breakfast:	
Fitness Center: Yes	Pool: Indoor/Outdoor	Parking: Free

Rates Apply to Local Governments: Yes No. of Rooms: 138

Jackson County	Tax Rate: 10.25%	
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Giant City Lodge 336 South Church Road Makanda, IL 62958	(618) 457-4921	Rates: Single \$49.00 Double \$49.00
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Nearest Airport:	Carbondale -- 12 mi.	Amtrak:	N/A	Restaurant :	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.:	150
Fitness Center:	No	Pool:	Outdoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	34	
Lake County		Tax Rate: 11%			
Illinois Beach Resort & Conf. Center		(847) 625-7300		Rates: Single	\$79.00
One Lake Front Drive Zion, IL 60099		(847) 625-0665	Fax	Double	\$79.00
Nearest Airport:	N/A	Amtrak:	N/A	Restaurant :	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.:	400
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	92	
Jersey County		Tax Rate: 11%			
Pere Marquette Lodge		(618) 786-2331		Rates: Single	\$49.00
Route 100, Box 429 Grafton, IL 62037		(618) 786-3498	Fax	Double	\$69.50
Nearest Airport:	N/A	Amtrak:	N/A	Restaurant :	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.:	400
Fitness Center:	Yes	Pool:	Indoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	72	
Franklin County		Tax Rate: 8%			
Rend Lake Resort		(618) 629-2211		Rates: Single	\$49.00
11712 East Windy Lane Whittington, IL 62897		(800) 633-3341		Double	\$49.00
		(618) 629-2584	Fax		
Nearest Airport:	Mt. Vernon -- 20 mi.	Amtrak:	N/A	Restaurant :	On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.:	350
Fitness Center:	No	Pool:	Outdoor	Parking:	Free
Rates Apply to Local Governments:		Yes	No. of Rooms:	90	
LaSalle County		Tax Rate: 9.64%			
Starved Rock Lodge		(815) 667-4211		Rates: Single	\$59.00
P.O. Box 570		(800) 868-7625		Double	\$69.62

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Utica, IL 61373		(815) 667-4455	Fax	
Nearest Airport:	N/A	Amtrak:	N/A	Restaurant On-Site :
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.: 200
Fitness Center:	No	Pool:	Indoor	Parking: Free
Rates Apply to Local Governments:		Yes	No. of Rooms: 94	
Ogle County		Tax Rate: 9%		
White Pines Inn		(815) 946-3817		Rates: Single \$49.00
6712 White Pines Rd.		(815) 946-3006	Fax	Double \$56.00
Mt. Morris, IL 61054				
Nearest Airport:	Rockford -- 28 miles	Amtrak:	N/A	Restaurant On-Site :
Courtesy Trans.:	N/A	Free Breakfast:	None	Meeting Cap.: 100
Fitness Center:	No	Pool:	None	Parking: Free
Rates Apply to Local Governments:		No	No. of Rooms: 25	

ST. LOUIS, MO

		Tax Rate: 14.1%		ST. LOUIS, MO
Henry VIII Hotel		(314) 731-3040		Rates: Single \$60.00
4690 North Lindbergh		(800) 325-1588		Double \$65.00
St. Louis, MO 63044		(314) 731-4210	Fax	
Nearest Airport:	St. Louis -- 2 miles	Amtrak:	N/A	Restaurant On-Site :
Courtesy Trans.:	Airport & Local	Free Breakfast:	None	Meeting Cap.: 1,250
Fitness Center:	Yes	Pool:	Indoor/Outdoor	Parking: Free
Rates Apply to Local Governments:		Yes	No. of Rooms: 385	
Holiday Inn Select		(314) 421-4000		Rates: Single \$65.72
811 North 9th Street		(800) HOLIDAY		Double \$75.72
St. Louis, MO 63101		(314) 421-5974	Fax	
Nearest Airport:	St. Louis -- 18 miles	Amtrak:	3 miles	Restaurant On-Site :
Courtesy Trans.:	Local area	Free Breakfast:	Cont'l	Meeting Cap.: 775
Fitness Center:	Yes	Pool:	Indoor	Parking: \$7.00/day
Rates Apply to Local Governments:		No	No. of Rooms: 295	

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Radisson Hotel & Suites		(314) 621-8200	Rates: Single	\$66.00
200 North 4th Street		(800) 333-3333	Double	\$106.00
St. Louis, MO 63102		(314) 621-8073	Fax	
Nearest Airport:	St. Louis -- 18 miles	Amtrak:	1.5 miles	Restaurant On-Site
Courtesy Trans.:	N/A	Free Breakfast:	None	: Meeting Cap.: 750
Fitness Center:	No	Pool:	Outdoor	Parking: \$7.00/day
Rates Apply to Local Governments:		Yes	No. of Rooms:	454
Regal Riverfront Hotel		(314) 241-9500	Rates: Single	\$64.85
200 South 4th Street		(800) 325-7353	Double	\$64.85
St. Louis, MO 63102		(314) 241-6171	Fax	
Nearest Airport:	St. Louis -- 18 miles	Amtrak:	1.5 miles	Restaurant On-Site
Courtesy Trans.:	Airport & Local	Free Breakfast:	None	: Meeting Cap.: 2,800
Fitness Center:	Yes	Pool:	Indoor/Outdoor	Parking: \$11.00/day
Rates Apply to Local Governments:		Yes	No. of Rooms:	780